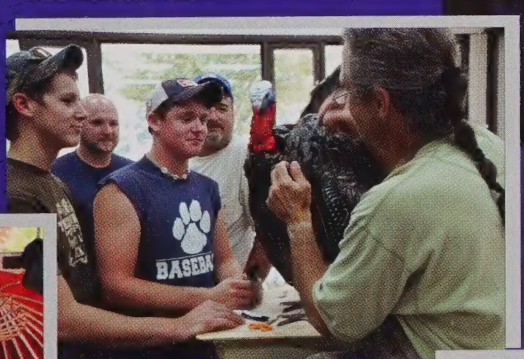
Montgomery Community College

2009 – 2011



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Montgomery Community College
2009-2011 Catalog

Montgomery Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501)
to award associate degrees, diplomas, and certificates.

2009-2011 GENERAL CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. The College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. Montgomery Community College reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

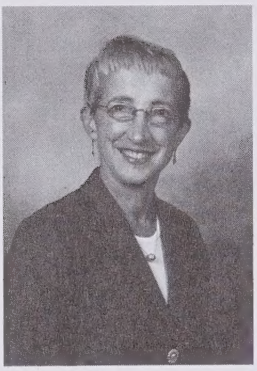
VISITORS

Visitors to the College are welcome during normal operating hours to attend outside events hosted by the College and to visit the College Library. During normal operating hours, visitors should register at the Information Desk upon arrival on campus. Loitering is strictly prohibited and any individual who does not have a legitimate reason for being on the campus will be excused from campus.

Montgomery Community College
1011 Page Street
Troy, North Carolina 27371
Telephone: 910-576-6222
Web Site: www.montgomery.edu
Fax: 910-576-2176

Montgomery Community College is an equal opportunity institution.

A Message from the President



"Creating Success - Hope, Opportunity, Jobs." You will be seeing this phrase a great deal in the future as it is part of a statewide campaign to promote community colleges and educational opportunities afforded through community colleges in North Carolina.

The phrase is an easy one to adopt because Montgomery Community College believes its mission *is* to create success and offer hope, opportunity and jobs to our students, both curriculum and continuing education.

Do you believe you can create success for yourself? Do you believe you can turn your hopes and dreams into gainful employment? Then Montgomery Community College welcomes you; let us be your partner in helping you achieve your educational goals.

Opportunity does indeed abound for you at Montgomery Community College through college transfer, business technologies, commercial technologies, health and public services and continuing education programming. The opportunities are many but you must take the first step to take advantage of what is available for you.

Hope and confidence will increase as you develop new skills and hone existing ones during your studies. New doors will open as a result of your educational training and within those doors will be an employment opportunity: the job you have been hoping for.

Montgomery Community College is here to serve you whether you are in the classroom or are reaching your educational goals through distance learning. The Board of Trustees, faculty and staff of MCC are committed to providing quality instruction, training and support to help you achieve your educational dream. Thank you for giving us the opportunity to serve you.

Mary P. Kirk

Mary P. Kirk, Ed.D.
President

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2009-2010 Academic Calendar

Fall Semester 2009

August 11 ..... Open Registration
August 17 ..... Classes Begin
September 7 ..... Labor Day Holiday Break
October 12 - 13 ..... Fall Break
October 14 ..... Mid-Term
November 1 ..... Financial Aid Priority Deadline for Spring Semester
November 9 – Dec 2 ..... Advising for Spring Semester
November 11 ..... Last Day to Drop a Course with a "W"
November 24 - 28 ..... Thanksgiving Holiday Break
December 2 ..... Registration for Current Students
December 4 ..... Last Day for preregistered students to pay Spring tuition/fees
December 15 ..... Term Ends

Spring Semester 2010

January 5 ..... Open Registration
January 8 ..... Classes Begin
January 18 ..... Martin Luther King Holiday
March 3 – 6 ..... Spring Break
March 10 ..... Mid-Term
March 22 – Apr 14 ..... Advising for Summer Session
April 1 ..... Financial Aid Priority Deadline for Summer
April 2 - 6 ..... Easter Holiday Break
April 12 ..... Last Day to Drop a Course with a "W"
April 14 ..... Registration for Current Students
April 16 ..... Last Day for preregistered students to pay Summer tuition/fees
May 10 ..... Term Ends
May 12 ..... Graduation

Summer Session 2010

May 17 ..... Open Registration
May 24 ..... Classes Begin
May 31 ..... Memorial Day Holiday
June 21 ..... Mid-Term
June 21 – July 14 ..... Advising for Fall Semester
July 1 ..... Financial Aid Priority Deadline for Fall
July 5 - 10 ..... Independence Holiday Break
July 14 ..... Registration Current Students
July 16 ..... Last Day for preregistered students to pay Fall tuition/fees
July 12 ..... Last Day to Drop a Course with a "W"
July 26 ..... Term Ends
July 27 ..... Priority Registration for Fall (By Invitation Only)
August 2 ..... Priority Registration Payment Deadline

- **SCHEDULE CHANGES are permitted for the first two class days of each term.**
- **TUITION REFUNDS will be made each term in accordance with legislative guidelines; see someone in Student Services for more information.**

2010-2011 Academic Calendar

Fall Semester 2010

August 10 ..... Open Registration
August 16 ..... Classes Begin
September 6 ..... Labor Day Holiday Break
October 11 - 12 ..... Fall Break
October 13 ..... Mid-Term
November 1 ..... Financial Aid Priority Deadline for Spring
November 8 – December 1 ..... Advising for Spring Semester
November 10 ..... Last Day to Drop a Course with a "W"
November 23 - 27 ..... Thanksgiving Holiday Break
December 1 ..... Registration/Current Students
December 3 ..... Last Day for preregistered students to pay Spring tuition/fees
December 14 ..... Term Ends

Spring Semester 2011

January 4 ..... Open Registration
January 7 ..... Classes Begin
January 17 ..... Martin Luther King Holiday
March 2 - 5 ..... Spring Break
March 9 ..... Mid-Term
March 28 – April 13 ..... Advising for Summer Session
April 1 ..... Financial Aid Priority Deadline for Summer
April 6 ..... Last Day to Drop a Course with a "W"
April 13 ..... Registration for Current Students
April 15 ..... Last Day for preregistered students to pay Summer tuition/fees
April 22 - 26 ..... Easter Holiday Break
May 9 ..... Term Ends
May 11 ..... Graduation

Summer Session 2011

May 16 ..... Open Registration
May 23 ..... Classes Begin
May 30 ..... Memorial Day Holiday
June 20 ..... Mid-Term
June 20 – July 13 ..... Advising for Fall Semester
July 1 ..... Financial Aid Priority Deadline for Fall
July 4 - 9 ..... Independence Holiday Break
July 11 ..... Last Day to Drop a Course with a "W"
July 13 ..... Registration/Current Students
July 15 ..... Last Day for preregistered students to pay Fall tuition/fees
July 25 ..... Term Ends
July 26 ..... Priority Registration for Fall (By Invitation Only)
August 1 ..... Priority Registration Payment Deadline

- **SCHEDULE CHANGES are permitted for the first two class days of each term.**
- **TUITION REFUNDS will be made each term in accordance with legislative guidelines; see someone in Student Services for more information.**

The College

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the Institute's accreditation December 19, 1983.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, and again in December 2004, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

The College

The MCC campus now includes facilities of approximately 128,000 square feet on 153 acres of land. In 1992, local citizens and North Carolina voters approved, through a bond referendum, $2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square feet renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs.

A new 6,000 square foot building is currently under construction which will house the Forest Management Technology program. Space in Building 100 vacated by the Forestry program will be renovated for use by the Dental Assisting program

ACCREDITATION

Montgomery Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. The Practical Nursing diploma program is approved by the North Carolina Board of Nursing. Graduates of the Basic Law Enforcement Training certificate program are qualified to take a certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education Training Standards Commission. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB). (1361 Park Street, Clearwater, FL 33756, 727-210-2350). The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation (211 East Chicago Avenue, Chicago Illinois 60611.) Graduates are qualified to take the Dental Assisting National Board Exam.

NON-DISCRIMINATION STATEMENT

MCC has filed an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

The College

VISION, MISSION AND GOALS

Montgomery Community College is a public two-year college and member institution of the North Carolina Community College System. The College has developed and implemented formal planning and evaluation procedures in order to meet the needs of the students and the community. All planning at the College begins with the vision and mission statements. The College Goals support the College's Vision and Mission statements. Programs, departments, and divisions develop goals, objectives, and activities which evolve from the College Goals.

VISION

Montgomery Community College will be a place of discovery,
critical thinking, and educational excellence;
a centerpiece for life-long learning –
for our students, faculty, staff, and community.

MISSION STATEMENT

Montgomery Community College will provide quality educational opportunities including basic skills, occupational, associate, and pre-baccalaureate programs; support economic development by offering workforce training and retraining; improve the quality of life for individuals and the community; and respond to the changing needs of the local, state, and global environment.

COLLEGE GOALS

GOAL 1: Develop and implement ***instructional programs and services,*** both traditional and distance learning offerings, that are consistent with the assessed needs of the constituent groups in the College's service area and with state and national standards, including training and retraining of the workforce.

GOAL 2: Utilize ***technology*** to provide information services that support quality, personalized instruction.

GOAL 3: Provide ***facilities*** for student learning that capitalize on state-of-the-art instructional applications.

GOAL 4: Insure that services are provided to industry, small businesses, and other ***community initiatives*** to facilitate economic growth.

GOAL 5: Provide an environment that supports employing and retaining a quality ***faculty and staff*** and promotes enhanced student learning, achievement, and development.

GOAL 6: Maintain overall ***fiscal stability***.

GOAL 7: Maintain an on-going program that insures continual improvement and a high standard of ***institutional effectiveness,*** consistent with the expectations of governing and accrediting agencies.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM PERFORMANCE MEASURES

In 1999, the North Carolina State Board of Community Colleges adopted 12 performance measures for accountability. This action was in response to a mandate from the North Carolina General Assembly to review past performance measures and define standards of performance to ensure programs and services offered by community colleges in North Carolina were of sufficient quality. The North Carolina Community College System has designated the 12 measures as the System's core indicators of student success. In the 2007 Session, the General Assembly approved modification to the North Carolina Performance Measures and Standards as adopted by the State Board of Community Colleges on March 16, 2007. As a result, the number of performance measures was reduced to eight.

Montgomery Community College Performance for 2006-2007

Measure		State Standard	MCC's Performance
A.	Progress of Basic Skills Students	75%	76%
B.	Passing Rates on Licensure/ Certification Exams for First-Time Test Takers	Aggregate: 80%	71%
C.	Performance of College Transfer Students	83%	*
D.	Passing Rates in Developmental Courses	75%	72%
E.	Success Rate of Developmental Students in Subsequent College Level Courses	80%	97%
F.	Student Satisfaction of Completers and Non-Completers	90%	98%
G.	Curriculum Student Retention, Graduation & Transfer	65%	74%
H.	Client Satisfaction with Customized Training	90%	92%

*Number too small to report without violating students' privacy.

FOUNDATION

The Montgomery Community College Foundation, Incorporated is a nonprofit 501(c)(3) corporation established to foster and promote the growth, progress and general welfare of the College; to solicit, acquire, receive, administer and hold property, both real and personal, for the benefit of the College; and to extend financial aid to persons desiring to attend Montgomery Community College. The Foundation is governed by a twenty member Board of Directors charged with planning and reviewing the Foundation's strategic plan and operation, and managing and disbursing the Foundation's funds. Funds are raised through private solicitations and planned, annual events such as the Fund Drive, Golf Tournament and Raffle.

LIBRARY AND INFORMATION SERVICES

The mission of the Montgomery Community College Library is to provide access to information in a variety of formats and to serve as an integral part of the College's teaching, learning, research, and service to on-campus and distance learning students, faculty, staff, and community in direct support of the mission of the College. To accomplish this mission, the Library continually works to:

- build, with the collaboration of faculty, a collection of resources appropriate to the curriculum and to the current and future needs of the College community;
- utilize current technologies to provide a system of organization and physical access to the collection of the library and to sources beyond the collection;
- design and deliver instruction and consultation about the organization, content, and use of learning resources that includes instruction that is user-based, on demand, and customizable;
- provide a functional, accessible, attractive, user-centered physical facility to support and increase the use of learning and information resources;

The MCC Library has a carefully selected and growing collection of more than 20,000 volumes, subscriptions to approximately 100 current periodicals, and a variety of non-print information sources. Library patrons have access to a variety of online resources including NC LIVE, a collection of online databases that provides access to newspapers, magazines, journals, and a variety of reference sources, many with full text.

Patrons are encouraged to use the library for study, research, self-improvement, and browsing. Professional staff members are on duty to assist with reference, research, and reading guidance. The staff provides assistance and orientation in the use of the library and its resources. The Library is located in Building 200.

DISTANCE LEARNING

Distance learning is an education delivery strategy in which all, or a majority of, instruction occurs when the student and instructor are not in the same place at the same time. This approach may include computer technologies, video or audio feeds. Distance Learning at Montgomery Community College utilizes courses wholly or partly delivered via the internet and video teleconferencing using the North Carolina Information Highway (NCIH).

The mission of Distance Learning at MCC is to provide accessibility to educational options which are not bound by time or place. To accomplish this mission, Distance Learning continually works to:

- provide options for students who may not be able to come to campus regularly because of physical limitations, work and family commitments, or by preference;
- enable students who prefer to learn through nontraditional delivery to have access to educational content in different, yet comparable, formats;
- have distance learning parallel and supplement traditional course offerings and include comparable course outcomes.

STUDENT SERVICES

The mission of Student Services is to provide high quality educational support services to all students. Student Services professionals work in partnership with faculty and other college personnel to help ensure that student success in a broad sense is possible through strategies that develop knowledge, skills, good attitudes, self-determination and the ability to control one's environment.

Student Services activities include: admissions, assessment, counseling (academic, career and personal), registration and records, financial aid, veterans assistance, public relations, job referral, transfer student assistance, recruiting and coordination of student activities.

Continuing Education

PURPOSE

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order to keep abreast of these developments. It is the College's aim to afford individuals the opportunity to develop to their fullest potential in whatever areas of vocational and cultural endeavor that they desire. The Continuing Education Division plays a vital role in providing those opportunities. Through a variety of programs and services, the Division provides opportunities for initial workforce development, occupational training and retraining, basic skills development, and academic and personal enrichment.

ADMISSION

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll in Adult Continuing Education classes. Persons between 16 and 18 years of age who have special needs may be considered for admission with the approval of the local school principal and/or parent, legal guardian or other person or agency having legal custody and control. Persons enrolled in public school are not eligible to take Literacy classes, with the exception of English as a Second Language (ESL). In addition, MCC permits the enrollment of undocumented nonimmigrant applicants in approved continuing education programs.

FEES

A small fee is charged for continuing education classes. Such fees, when charged, are due and payable upon entry to class. Books and supplies are available through the College bookstore.

REGISTRATION FEES

Registration fees, set by the North Carolina State Board of Community Colleges and the North Carolina General Assembly, are subject to change. North Carolina residents who are age 65 or older may not be required to pay registration fees except in the case of self-supporting courses. Registration fees are based on the course length or total contact hours of the class or program. Registration Fees for Continuing Education are as follows:

1-10 contact hours	$50
11-30 contact hours	$55
31-100 contact hours	$60
101+ contact hours	$65

Note: The registration fee for Community Services classes is $35.

Continuing Education

REGISTRATION FEE REFUNDS

A student who officially withdraws from an extension class prior to the first class meeting is eligible for a 100 percent refund upon request to the Continuing Education Division. After the respective class begins, a 75 percent refund may be granted upon request if the student officially withdraws from class prior to or on the 10 percent point of the scheduled hours of the class. In the case of contact hour classes, a student is eligible for a 100 percent refund if the student officially withdraws from class prior to the first class meeting. After the class has begun, a student may receive a 75 percent refund if he or she officially withdraws on or before 10 calendar days from the first day of class. Students are eligible for a 100 percent refund if the class is canceled by the College. No registration fee refunds are permitted for self-supporting classes except in the case of class cancellation by the College or under extenuating circumstances requiring approval from the College President.

ADDITIONAL CONTINUING EDUCATION FEES

Autobody	$ 20.00
Bricklaying	$ 20.00
Digital Photography	$ 5.00
Insurance (Nursing Assisting, Phlebotomy, EMS Classes)	
A. Liability	$ 15.00
B. Accident	$ 1.60
NRA Classes (occupational; MIG and TIG welding for NRA classes)	$ 50.00
Technology Fee (computer, computer repair and upgrade classes)	$ 5.00
Welding Classes (MIG, TIG, & Stick)	$ 20.00

Additional fees collected at registration shall only be refunded in the event of 100% withdrawal by the student prior to the beginning of the respective class. Additional fees are non-refundable under any other circumstances unless students withdraw from college prior to the first day of classes.

CERTIFICATES

Certificates may be awarded to students meeting requirements for selected Continuing Education classes/programs.

CLASS LOCATIONS & PROGRAM DELIVERY

A number of classes are held on the College campus. Classes are also conducted in the community and in businesses of the Montgomery Community College service area whenever there is sufficient demand. Instruction for Continuing Education classes, workshops, and seminars places emphasis on the adult learners' needs. We understand that some persons may be coming back to improve themselves after being away from a classroom for a number of years and that others are continuous learners wanting instruction to be focused, enjoyable, and respectful of their busy personal and job schedules. To better meet the needs of all adult learners, we offer a variety of instructional delivery options. Commonly, instruction is provided through the traditional classroom with an instructor. Other options include programs delivered through the Internet, video conference and combination of traditional classroom and self-directed computer-assisted instruction.

Continuing Education

CLASS FORMATION

Continuing Education classes are often established on a demand basis. Different program areas have different requirements for the number of students, cost, and location. Course offerings reflect the needs and interests of the citizens. This means that MCC counts on the public to request courses. If you desire a course which has not been announced, contact the Continuing Education Division of MCC. Your cooperation in recruiting a group of your friends and neighbors for a course is very much appreciated.

COURSE REPETITION POLICY

Occupational Training Programs. Courses of an essential nature would likely require certification of a state, county, or federal agency. Repetition would be in order until the student has reached a level of proficiency required by law, policy, or other regulating criteria. Students may repeat occupational courses once at the regular registration fee. Registration fees for additional repeats will be assessed for the full amount of the per student cost for the class.

Community Service/Self Supporting. Repetition is not a factor in these courses. Although titled and coded in accordance with the North Carolina Administrative Code and the North Carolina Community College System Extension Class Code from semester to semester in the same manner, the content changes. Adult students have input into what, how, and when these courses are taught. It is usual, reasonable, and customary to find significant difference from class to class because of student demands, difference, and interests. Course outlines rather than course title or code will determine course content. Students may repeatedly enroll in these courses so long as they feel they are benefiting from the course.

Adult Basic Skills. As long as a student is showing measurable progress (as indicated by nationally standardized tests and/or instructor-made tests) from year to year, that student may repeat as often as necessary until educational goals are achieved.

Human Resource Development (HRD). A student may enroll in HRD classes as often as is desired or until personal employment goals are met.

Business and Industry Services (BIS). Because of the customized nature of training offered under Business and Industry Services, class size and repetition are determined with the best interests of the business and industry and the college as the factors.

DISTANCE LEARNING

Distance learning allows students to complete training without time and place restrictions. Students are not required to attend classes in a specific location at a specific time. Information and technology provide linkages between the student and instructor. The learning is self-paced to match the learning style of the student, and the student may take occupational or self-supporting programs via the Internet. Most importantly, this approach to learning allows the student to obtain the desired training at a time convenient to them.

Continuing Education

ENROLLMENT

Students must pre-register for classes by completing the Continuing Education registration form and submitting the appropriate fee by the scheduled deadlines as advertised.

CONTINUING EDUCATION UNIT (CEU)

A Continuing Education Unit (CEU) is a unit designation recognized by the Southern Association of Colleges and Schools (SACS) and awarded for select Continuing Education classes at MCC. The CEU signifies the class is organized for a quality instructional program. CEUs are earned at a rate of one (1) CEU for each ten (10) hours of class.

AREAS OF STUDY IN CONTINUING EDUCATION

Areas of study in Continuing Education include the following:

- Occupational Training Programs
- Community Services/Self-Supporting Programs
- Business and Industry Services
- Adult Basic Skills Programs
- English as a Second Language (ESL)

OCCUPATIONAL TRAINING PROGRAMS

Occupational training is accomplished via cooperation with industry, professional groups, and other interested groups as well as through research of local and regional career opportunities in providing varied programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Allied Health and Emergency Services

When medical or emergency services are necessary, having the best trained individuals caring for you is very important. Continuing Education offers several programs in allied health and emergency services. All programs are designed to meet local, state and other guidelines relative to requirements for certification purposes. Program areas are:

- CPR/First Aid
- Emergency Medical Technician
- Fire and Rescue Service
- Nursing Assistant I and II
- Phlebotomy Technician
- Emergency Medical Dispatcher

Continuing Education

Certification and License Renewal

Certification and license renewal courses are offered periodically in a variety of areas. The issuing agency determines the frequency of renewal and the number of hours required. Courses for renewal are:

- Correctional Officers
- Law Enforcement
- Real Estate
- CPR/First Aid
- Teacher Renewal
- Funeral Home Director

Career Readiness Certificate (CRC)

The North Carolina Career Readiness Certification (CRC) is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills. The Certificate is based on established WorkKeys® assessment tests. To earn a CRC individuals undergo testing related to reading, applied math, and locating information through the WorkKeys® skills assessment system.

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught positive self-concept. Other topics within the pre-vocational component are planning and reaching goals and making the transition to the workforce.

Achievement of a North Carolina Career Readiness Certificate is a major goal of HRD classes. Course objectives will incorporate preparation for successful completion of testing related to reading, applied math, and locating information through the WorkKeys® skills assessment system.

The students are encouraged to visit the JobLink Career Center, located in the Student Services Division. The HRD Program and the JobLink Career Center are in cooperative effort to offer counseling sessions and job referral services.

Industrial Maintenance

A number of short courses are available for entry and upgrade of industrial maintenance skills. The courses areas include hydraulics, pneumatics, PLC programming, electronic control circuits, welding, electrical safety, mechanical power transmissions, DC controls, bearings, electrical code, AC/DC electronics, gears and gear trains, control wiring, load wiring, lockout/tagout, and confined space entry.

Continuing Education

Law Enforcement Training

Staff development and ongoing in-service training is a necessity for law enforcement today. Legal updates, firearms recertification, S.W.A.T., and search and seizure are just some of the types of training available to law enforcement agencies. All training is designed to meet the needs of state, county, city, and other law enforcement agencies. Annual recertification classes are conducted for law enforcement and correctional officers.

COMMUNITY SERVICES/SELF-SUPPORTING PROGRAMS

Short, personal enrichment courses are the mainstay of Community Services/Self Supporting programs. Courses are offered in many locations throughout Montgomery County. Courses may be offered day, evening or weekend. Community Services courses may be offered with fee exemptions for North Carolina senior citizens age 65 or older. However, there are no fee exemptions allowed for self supporting courses.

NRA Short-Term Gunsmithing and Law Enforcement Armorer School

Short-term courses are designed for individuals interested in learning new techniques or perfecting traditional techniques in the specified fields of study. Courses are offered on a self-supporting basis allowing no fee exemptions. Fees charged do not include any tools or supplies. NRA Short-Term classes schedule changes every year and the new schedule is listed on our website in January.

BUSINESS AND INDUSTRY SERVICES

A variety of training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. These programs are customized to meet individual company needs. With the assistance of appropriated state tax dollars, these training programs are usually well within the budgets of our local firms. Call the College for more information on business and industry programs. We will be happy to assist your efforts to develop and train your employees by working side by side with you and your staff. Our overall scope of services includes:

- assessment of employee skills to determine need for training;
- job analysis and work procedure writing;
- employee development planning;
- training plan development;
- training program and course design;
- training delivery to employees (to include office, plant production, maintenance, process management, and management at all levels);
- trainer training;
- training documentation; and
- training evaluation to include employee competency and program cost.

Continuing Education

Custom Training Programs

The Customized Training Program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program combines the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry. The Customized Industry Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable and within the State.

Small Business Center

The objective of the Small Business Center is to increase the success rate and the number of viable small businesses in Montgomery County by providing high quality, readily accessible assistance to prospective and existing small business owners and their employees. Montgomery Community College's Small Business Center is a community-based provider of education and training, counseling, information, and referral.

ADULT BASIC SKILLS PROGRAMS

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade one and end with the high school equivalency certificate/General Education Development (GED).

Adult Basic Education (ABE) and General Education Development (GED)

MCC offers combined Adult Basic Education (ABE) and General Education Development (GED) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the GED exam. Before enrolling in a class, an individual must attend a Basic Skills Registration Session. Minors (16-17 years of age) may enroll in the program but must obtain a *Minors Release Form*. This form must be completed by a parent or legal guardian and the Board of Education before registering. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ABE/GED classes, but there is a one time testing fee payable before taking the actual GED test. MCC will assist interested organizations and groups of individuals in establishing new ABE/GED classes.

General Educational Development (GED) tests are designed to measure the important knowledge and skills usually learned during high school but that one may have obtained through experience, reading, and informal training.

Successfully passing the five sections of the GED test allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression
  (An essay on an assigned topic is required.)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature
- Ability to solve problems in Mathematics

Each section requires from one to two hours. A student may select an area in which to work, successfully pass the test and move to the next area. There is no set procedure. A total score of at least 2250 points with no single test score below 410 is passing.

The certificate is issued by the North Carolina State Board of Community Colleges. It is the legal equivalent to a high school diploma and is recognized almost without exception by industry, agencies of the government, colleges, and other organizations and institutions.

Adult High School Diploma Program (AHS)
MCC also offers the Adult High School Diploma through an agreement with the Montgomery County Public School System. Students are provided academic courses to complete graduation requirements. Before enrolling, prospective students must have been out of school for at least six months, attend an orientation session, and obtain an official transcript from the last high school attended. Minors (16-17 years of age) must first obtain a Minor Release Form at MCC. A parent or legal guardian and the Board of Education must complete this release form. Day and evening classes are offered both in classroom and laboratory settings on the MCC campus. This flexibility enables students to work at their own pace and at times most convenient for them. The North Carolina Competency Test provided by the North Carolina Department of Instruction is offered to Adult High School students on the MCC campus at scheduled dates throughout the year.

Compensatory Education (CED)
Montgomery Community College offers Compensatory Education (CED) classes. These classes are designed to help mentally and emotionally challenged adults to become independent and to acquire skills needed for participation in our society.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult or any adult who wants to improve his/her English is eligible to enroll. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ESL classes. Montgomery Community College will assist any businesses interested in offering ESL classes for their employees.

Ingles comos segundo lenguaje (ESL)
Para más información acerca de las clases de Ingles, por favor refierace al horario de clases en el folleto que recibe por correo dos veces por año.

Curriculum Information & Policies

ADMISSION

Montgomery Community College is a state-supported institution operating under an "open door" admission policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution.

The open door policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and/or personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

High school students may be admitted to curriculum courses concurrently under specific guidelines as outlined in the *North Carolina Administrative Code*. The MCC Board of Trustees and the Montgomery County Board of Education have a cooperative agreement which allows for enrollment of students through provisions of the Huskins Bill, Dual Enrollment, and Learn and Earn. Both boards review this agreement annually. In addition, there are other agreements with local private schools.

Curriculum Information & Policies

GENERAL ADMISSION PROCEDURES

Students are admitted to Montgomery Community College (MCC) without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete and return the admission application to Student Services.
2. Submit an official high school or General Educational Development (GED) transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Admissions Office at MCC. It is the applicant's responsibility to request that transcripts be sent.
3. Take any required preadmission tests when notified by the Admissions Office.
4. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:

Admissions Office
Montgomery Community College
1011 Page Street
Troy, NC 27371
Phone: 910-576-6222, Ext. 240
E-mail: fryek@montgomery.edu

All admission procedures should be completed at least four weeks prior to enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on an alternate or waiting list and notified by the Admissions Office. When all information is received, the academic record will be assessed and the applicant will be notified concerning acceptance and enrollment procedures. An applicant applying fewer than four weeks prior to enrollment may be notified to follow admission procedures as a walk-in student during Open Registration.

ASSOCIATE DEGREE PROGRAMS

A high school diploma or the equivalent is required of all applicants for degree programs. The GED or Adult High School (AHS) diploma is acceptable. GED scores must meet North Carolina standards with a total score of 2250, with no single test score below 410. Associate degree programs require an applicant to complete assessment inventories in numerical skills, algebra skills, writing skills, and reading skills.

STAND-ALONE DIPLOMA & CERTIFICATE PROGRAMS

A high school diploma, GED, or Adult High School diploma is preferred for entrance into a stand-alone diploma or certificate program. However, consideration is given to any applicant whose interest and ability make successful completion of a diploma or certificate program likely. Applicants without a high school diploma or GED may be required to demonstrate an ability to benefit by successfully completing an assessment inventory (ASSET or COMPASS). Some diploma and certificate programs may require an applicant to complete assessment inventories in reading, writing, and numerical skills after acceptance.

RE-ADMISSION

Former students who left Montgomery Community College in good standing are encouraged to re-enroll for further study. Students who have been out one term or longer should contact the Admissions Office to have their academic file reactivated. If a conference with a counselor or academic advisor is required, the student will be notified. Coursework previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements for graduation according to the current approved standards for their particular curriculum.

Practical Nursing students must complete the program within a three-year period. Students not completing the program within three years will be required to retake the major nursing courses and Anatomy and Physiology courses.

Former students desiring to re-enter from academic suspension must do so through the Student Services Counselor. Former students who were withdrawn for disciplinary reasons must have approval from the Vice President of Student Services to re-enroll.

SPECIFIC ADMISSION REQUIREMENTS

ALLIED HEALTH PROGRAMS

A high school diploma, GED that meets North Carolina standards (as stated before), or Adult High School Diploma is required of all applicants for all allied health programs. Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing skills, reading skills, algebra skills, and numerical skills. (Note: Once Practical Nursing students have met all general admission requirements, they will become eligible to take the Nurse Entrance Test {NET} which is the primary admission test for the Practical Nursing program.) Those applicants selected for admission must attend an information session conducted by college personnel. Students not meeting admissions criteria will be advised regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. An Applicant Medical Form will be provided by the Admissions Office. Applicants must submit to the Admissions Office the completed form which includes the results of a physical examination performed by a licensed physician. The Applicant Medical Form must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student. Additional admission information concerning allied health programs is listed under each major in the program section.

BASIC LAW ENFORCEMENT TRAINING (BLET)

In addition to MCC's general admission requirements, the following apply to the Basic Law Enforcement Training (BLET) Program. A BLET applicant must be a U.S. citizen and at least 20 years old. Additionally, a high school diploma, GED, or Adult High School Diploma is required for admission into the program. High school diplomas

earned through correspondence enrollment are not recognized toward the educational requirements. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which includes results of a physical examination conducted by a licensed physician to the MCC Criminal Justice Department prior to registration. Medical history forms are available from the Admissions Office. In addition, BLET applicants must have a criminal history report for all locations in which they have resided since the age of 18. The report(s) must be approved by the BLET School Director prior to enrolling in the program. Applicants are required to take a reading skills assessment inventory, must possess a valid driver's license, and **must be sponsored or employed by a public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.**

CONCURRENT ENROLLMENT AT MULTIPLE COMMUNITY COLLEGES

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the "home college." Additional colleges in which the student enrolls simultaneously are the "receiving colleges."

Students will not be charged additional tuition at the receiving college when registered for 16 or more credit hours at the home college when the following condition is met. The student must present a letter from the home college that includes:

1. verification of credit hours registered for at the home college;
2. verification of tuition status at the home college; and
3. a list of specific courses that the student is approved to register for at the receiving college to include any telecourses, independent study courses, and non-traditional delivery courses (i.e. Internet, Information Highway, etc.).

Additionally, if the total credit hours at both colleges exceed 22 credit hours, the student's advisor at the home college must stipulate approval for the student to take any hours beyond 22 credit hours. When the student is registered for less than 16 credit hours at the home college, the above conditions must be met *and* the student must pay tuition charges for up to 16 credit hours total at the receiving college. Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly. Note: Additional steps may be required for admission into specific classes. Consult with the Admissions Office for more information.

FOREIGN STUDENTS

MCC is not approved to enroll non-immigrant students with F, J, or M visas. Students with other visas will be reviewed on an individual basis.

HIGH SCHOOL STUDENTS

High school students may attend Montgomery Community College through the provisions set forth by the North Carolina Community College System and the North Carolina General Assembly as cited in NCAC2C.0305. However, high school students cannot displace adult college students. High school students may take Combined Course Library courses numbered 100 and above.

Curriculum Information & Policies

Classes for high school students are offered through Learn & Earn, Huskins, or Dual-Enrollment. Information about each of the program requirements is outlined below. Students with questions about which classes are approved for enrollment should consult their high school guidance counselor and principal.

Learn & Earn Guidelines:

- Offered to high school students in grades 9-12;
- Free tuition, fees, and textbooks;
- Requires approval from high school principal and parent/guardian.

Huskins Guidelines:

- Offered to high school students grades 9-12;
- Free tuition and fees; and in some cases, free textbooks;
- Requires approval from high school principal and parent/guardian.

Dual-Enrollment Guidelines:

- Offered to high school students age 16 or older;
- Free tuition; however, students must pay fees and purchase textbooks and supplies;
- Class is located on the MCC campus (or special off-campus site or Internet);
- Requires a letter of permission from high school principal.

SPECIAL CREDIT STUDENTS

Admission as a Special Credit Student requires completion of an MCC Application for Admission and the satisfaction of any necessary prerequisite course requirements. Special credit students may not displace a returning *regular curriculum student* in a class required for his/her degree.

STUDENTS WITH SPECIAL NEEDS

Montgomery Community College (MCC) seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The College is fully committed to making programs, courses, and services available to all citizens as well as maintaining confidentiality regarding all information and services provided. If students have a special need that may affect academic performance and seek accommodations, it is their responsibility to inform the Director of Counseling Services as soon as possible.

It is important to request accommodations in a timely manner (at least one month prior to registration) in order that the request may be considered and approved by the Vice President of Student Services.

To determine the eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. MCC will, where possible, seek assistance from outside agencies (i.e., Division of Vocational Rehabilitation, and other organizations).

Appropriate testing accommodations are available upon request for students with special needs. Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted. Applications to request psychological, medical and other related professional evaluations may be obtained from the Director of Counseling Services or the Admissions Officer.

STUDENT CLASSIFICATIONS

- **Audit Student** - a student registered for a course for which he/she does not wish to receive credit. The audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. The fee for auditing a class is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for "audit." A student has until mid-term to change a registration to "audit" with the Registrar.
- **Concurrently Enrolled Student** - one who is enrolled in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.
- **Freshman** – one who has earned fewer than 32 semester hours of credit.
- **Full-time Student** - one who is registered for 12 or more semester hours credit.
- **Part-time Student** - one who is registered for 11 or less semester hours credit.
- **Probation Student** - a student who fails to meet the minimum academic requirements set forth by the College. Any student on probation must earn the sufficient GPA set forth in the College *Catalog* to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.
- **Provisional Students (Deferred Acceptance Status)** - may be enrolled as a full- or part-time student yet are unable to complete pre-admission or assessment requirements before the registration period. When the student has fulfilled all requirements, he/she will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first term or he/she may not be allowed to re-enroll. Special considerations for extenuating circumstances beyond the end of the first term requirements may be waived by the Vice President of Student Services.
- **Regular Curriculum Student** - a curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate at a rate of pursuit to ensure timely graduation.
- **Sophomore** – one who has earned 32 or more semester hours credit.
- **Special Credit Student** - one who has registered for credit courses to meet an individual educational need, but who has not expressed intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, he/she must submit a *Change of Information Request* and meet regular admission and assessment requirements. Special Credit Students are not eligible for financial assistance or veteran educational benefits.
- **Students with Special Needs** – students enrolled through the provisions of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

ASSESSMENT (PLACEMENT) INVENTORIES

The American College Testing (ACT) Service's ASSET/COMPASS assessment inventories are given to students in associate degree programs to determine academic readiness. Students should complete the assessment inventories prior to registration for proper advising and placement. Information about score requirements is available in the Student Services Division. After testing, each student will receive a copy of his/her ASSET/COMPASS Student Advising Report listing scores obtained and course recommendations based on these scores.

All associate degree students will be assessed in writing, reading, numerical and algebra skills. Stand-alone diploma and certificate students may be assessed in reading and numerical skills. BLET students are required to take the reading and writing assessment only. Special credit students are assessed only when necessary to satisfy a prerequisite course requirement. Students with special needs should contact the Counselor prior to scheduling their placement test to ensure that appropriate accommodations will be provided. All information and services provided for special needs and disabled students is confidential.

Students needing additional educational preparation will be advised regarding removal of deficiencies. For students enrolled in associate degree programs, deficiencies in writing, reading, numerical skills, or algebra must be removed prior to taking any course work in English composition or mathematics respectively. Students may use a calculator for the elementary and intermediate algebra portions of the assessment test. For students who do not bring calculators to the testing session, one will be provided for them. Students may retest on ASSET or COMPASS based upon recommendation of the testing coordinator. **A student may test twice at MCC.**

Students meeting the following criteria *may be exempt* from taking specified sections of ASSET/COMPASS:

- Students with a score of 500 or above on the critical reading portion of the SAT may be exempt from the Writing and Reading Skills sections.
- Students with a score of 520 or above on the math portion of the SAT may be exempt from Numerical Skills, Elementary Algebra, and Intermediate Algebra.
- Students who have taken the ACT will be advised on the appropriate sections to take.
- Students who have taken Accuplacer may transfer their scores to MCC and will be advised on the appropriate sections to take.
- Students who have taken English composition, reading or math courses at another college or university that are equivalent to the entry level courses at Montgomery Community College and received a grade of "C" or better may not be required to take the related assessment inventories.
- Students with a score of 3 or higher on the CEEB Advanced Placement English exam may be exempt from the Writing and Reading Skills sections.

CURRICULUM EXPENSES

TUITION, FEE, & TEXTBOOK COSTS

Fees are set by the MCC Board of Trustees in accordance with state laws outlined in the *North Carolina Administrative Code*. Fees are approved and published annually and are subject to change.

1. All **campus students** will be assessed the required student activity fee, insurance fees, technology fees, and relevant class and/or lab fees.
2. Fees for **incarcerated students** are waived as stipulated by law.
3. **High school students:**
   - **Huskins Bill students** are exempt from paying tuition, activity fees, accident insurance fees, and relevant program/course fees. Students may be required to pay any special liability insurance fee required from an off-campus clinical if stipulated in the annual contract. The local board of education may pay the cost of textbooks and fees. In the event textbooks are not provided, it is the student's responsibility to purchase their own textbook and supplies for their class. All charges for high school students will be stipulated and approved in the articulation agreement/contract.
   - **Dual Enrolled students** taking courses that are not a direct result of an articulation agreement/contract are expected to pay activity fees, accident insurance fees, technology fees, and relevant program/course fees as required of all regular campus students.. Students enrolled through Dual Enrollment must purchase their own textbooks.
   - **Learn & Earn students** are exempt from tuition, fees, and textbook charges.

ACTIVITY FEE

All curriculum students are required to pay a $38 activity fee each year. The charges per term are as follows: Fall – $15; Spring - $15; Summer - $8. This activity fee is budgeted by the Student Ambassadors and the Student Government Association. The fee is used for special activities and other student-oriented activities and events

CLASS/LAB FEES

DEN	112	Dental Radiography	$130
GSM	111	Gunsmithing I	50
GSM	120	Gunsmithing Tools	100
GSM	225	Gunmetal Refinishing	40
MED	140	Exam Room Procedures I	15
MED	150	Lab Procedures I	15
PCC	110	Introduction to Pottery	36
PCC	111	Functional Pottery I	36
PCC	130	Pottery Production	36
PCC	210	Functional Pottery II	36
PCC	211	Decorative Pottery	36
TXY	101	Fish Taxidermy	50
TXY	103	Mammal Taxidermy	50

Curriculum Information & Policies

GRADUATION FEE

Students are expected to pay the graduation fee by April 1. Graduation fees are subject to change at the discretion of the College depending upon increased prices from our supplier.

High School Completion (GED & Adult High School) $30
Curriculum Programs $35
Each additional degree, diploma or certificate $5

INSURANCE FEE

Accident Insurance

Mandatory for all curriculum students per term $1.60

Liability Insurance

Mandatory for Dental Assisting students . . . . . $15 per academic year
Mandatory for Medical Assisting students . . . . . $15 per academic year
Mandatory for Practical Nursing students . . . . . $15 per academic year

Insurance rates are subject to change depending on price quotes from our suppliers. Other insurance options are available. More information is available in Student Services.

PRACTICAL NURSING TESTING FEE

NET testing for Practical Nursing program admission $25

TECHNOLOGY FEE

Mandatory for all curriculum students per term $16

TEXTBOOKS & SUPPLIES

Textbooks and supplies are available through the CBA Bookstore on the MCC campus. Depending on the program of study, students can expect to pay between $500 and $700 for textbooks per term. Some programs require the student to purchase uniforms, tools, and/or supplies in addition to textbooks. These additional costs vary according to the program in which the student is enrolled. A list of required/needed items with approximate costs can be provided by the department of interest. Purchase is directly related to the College's Policy of Ownership.

> **Policy of Ownership:** All projects produced by the student with institutional supplies, materials, tools, and equipment are the property of the College. However, students have the option of purchasing their own supplies, materials, and tools. The projects produced are then the personal property of the student, and the College will charge only for the institutional consumables used by the student in producing the project.

TUITION

Registration and tuition costs are set in accordance with state laws outlined in the *North Carolina Administrative Code* and are published annually.

Tuition for full-time in-state students carrying 16 or more semester hours credit is $672 ($42 per credit hour). Tuition for full-time out-of-state students carrying 16 or more semester hours credit is $3732.80 ($233.30 per credit hour).

Currently, North Carolina residents age 65 and over may be exempt from tuition and fees in accordance with Session Law 2008-135 (House Bill 1076) of the North Carolina General Statutes). However, this waiver does not apply when students over age 65 are enrolled under the Course Repetition Policy or in self-supporting classes. This waiver is established by the North Carolina Community College System and the General Assembly and is subject to change. Students may be permitted to "attend classes for up to six hours of credit or noncredit purposes each academic semester without the required payment of fees, excluding textbooks, computer use or technology fee and/or specific fees, if the person has attained the age of 65 and qualifies as a legal resident of North Carolina and as a resident for tuition purposes in accordance with definitions of residency that may from time to time be adopted by the Board of Governors and published in the residency manual of the Board of Governors" (Chapter 115B).

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in the Concurrent Enrollment Policy.

TUITION CLASSIFICATION (RESIDENCY)

A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 16-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:

> To qualify for in-state tuition, a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/her presence in the state during such twelve month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further (1) if the parents (or court appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Because a student lives in North Carolina for one year does not guarantee resident status has been met. The student must satisfy requirements set forth by the General Assembly of North Carolina and the State Residence Committee. In addition, students must provide a preponderance of evidence to support classification as a resident. A copy of these policies and procedures is available for review in Student Services.

REFUNDS

Tuition Refunds. If a student withdraws or drops a class(es), tuition refunds may be granted. Requests for tuition refunds must be made to Student Services.

1. A tuition refund shall be made only under the following circumstances:
   a. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to materialize due to insufficient enrollment.
   b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the term.
   c. For classes beginning at times other than the first week (seven calendar days) of the term, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
   d. For contact hour classes, apply as (C) above except use 10 calendar days from the first day of the classes as the determination date.
   e. In addition, beginning with the first day of classes, students wishing to drop and add classes must do so at the same time or incur a 25% penalty.
2. To comply with applicable federal regulations regarding refunds, federal regulations shall supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a term, dies during that term (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that term may be refunded to the estate of the deceased.
4. The college shall follow the described in Item (1) above for classes which the college collects receipts that are not required to be deposited in the State Treasury account.
5. All optional fees (lab fee, activity fee, technology fee or other fees as approved by the MCC Board of Trustees) will be refunded only in the event of a 100% withdrawal by the student prior to the beginning of the semester/term or in the event that a student's class is cancelled due to insufficient enrollment.
6. All student refunds shall be disbursed within two weeks from receipt in the Business Office.

Refunds for Called-to-Duty Military Personnel. Upon request of the student, MCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and buy back textbooks through the colleges' bookstore operations to the extent possible. MCC shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Federal Refund Policy. The Federal Refund Policy applies to all students receiving federal financial aid funds including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money received by the student. Refunds will be allocated, by law, according to the following order: (1) Federal Pell grant; (2) Federal Supplemental Educational Opportunity Grant (FSEOG); (3) Other assistance under this Title for which a return of funds is required. Students may obtain further information regarding Title IV refund policies and refund calculations from the Financial Aid Office.

FINANCIAL ASSISTANCE

All financial aid awards at Montgomery Community College are dependent upon available funding. The primary purpose of student aid is to provide financial resources to students who have been deemed unable to cover the entire expense of a post-secondary education. Such need-based aid is available in the form of grants and scholarships: Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), federal work study programs (FWS), Academic Competitiveness Grant (ACG), Education Access Rewards North Carolina Scholarship (EARN), North Carolina Community College Grant (NCCCG), North Carolina Education Lottery Scholarship (NCES), North Carolina Student Incentive Grant (SIG), Targeted Assistance funds, and state and institutional scholarships.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). These forms are available in the Student Services Division at the College and on the internet at www.fafsa.ed.gov, or on the College's website at www.montgomery.edu. This federal application for aid considers a student's household income and the number of household family members in determining a student's financial need.

The FAFSA application is the only application a student needs to complete to be considered for Pell, FSEOG, FWS, ACG, EARN, NCCCG, NCELS, SIG, and Targeted Assistance funds. When completing the application, students should place MCC's federal school code (008087) under the school information section on the FAFSA. Once the FAFSA is completed and submitted to the U.S. Dept. of Education, the results are forwarded to both the College and the student. The financial aid staff will contact students to discuss the results of their application.

MCC also receives limited funds from the North Carolina State Child Care Grant. Financial assistance for child care services may be available to applicants who meet certain federal guidelines. The amount of child care assistance awarded is dependent upon available funding.

Curriculum Information & Policies

All students receiving federal and/or state aid must meet all eligibility requirements. In particular, students must have all high school and post-secondary transcripts on file at MCC. Furthermore, all students must maintain satisfactory academic progress (SAP) in order to receive aid for which they have been deemed financially eligible. These specific guidelines and regulations are listed in the *Financial Assistance Handbook* and in the Academic Policies and Information section of this *Catalog*. (See SAP for Financial Aid.)

Financial aid files are not complete until the student receives an MCC Award Letter. Students must have a completed financial aid file and an MCC Award Letter before registration day or be prepared to pay tuition and fees. For financial to be guaranteed for the term, a student should have files completed as follows: for Fall Semester – by July 1; for Spring Semester – by November 1; for Summer Term – by April 1.

VETERAN INFORMATION. MCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted and have registered for classes may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran student is responsible for requesting copies of transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. Students cannot be certified to receive benefits until all transcripts have been received and evaluated.

MCC is a Servicemembers Opportunity College (SOC) and serves as a home college for servicemembers and their adult family members enrolling in degree programs that are part of the SOC system.

WORKFORCE INVESTMENT ACT (WIA). The Workforce Investment Act (WIA) is a federally funded program designed to assist students that are determined to be economically disadvantaged the opportunity to participate in an occupational training program. MCC offers training designed to prepare these individuals to successfully enter the workforce. For more information on WIA scholarships, contact the Montgomery County JobLink Career Center on the MCC campus in Building 100.

EDUCATIONAL POLICIES & GUIDELINES

ACADEMIC ADVISORS

Academic advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor. Academic advising is ongoing and multifaceted, and is the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of study after acceptance.

ACADEMIC FORGIVENESS POLICY

The College recognizes that certain factors (age, maturity, preparation, etc.,) play important roles in a student's academic progress. Therefore, after a five (5) year period of time, below average performance on prior work attempted may be excluded from the student's GPA. The student must submit a written request for academic forgiveness to the Vice President of Student Services.

ACADEMIC LOAD (CREDIT HOURS)

A full-time student is one who is enrolled in 12 or more hours of course work per term. Average full-time enrollment for most students will vary between 16 and 21 hours of credit. Students who wish to carry more than 22 credit hours must have approval from their academic advisor unless their curriculum requirements, as stated in the *Catalog*, require more than 22 hours in a particular term. This includes all credit hours from concurrent enrollment arrangements with other post secondary institutions. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor and the Vice President of Student Services.

Semester hours are awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory, one semester hour of credit for each ten hours per week of cooperative work experience, and one semester hour of credit for each three hours per week of clinical. Contact hours are the actual amount of time (clock hours) spent in class, shop, or lab for each course. Credit hours are the academic credit awarded and used for tuition and graduation purposes.

ADVANCED STANDING

Montgomery Community College has established procedures which may permit students to enter certain curriculum programs with advanced standing. The following means of awarding credits are approved, but are not used in GPA calculation and will generate no grade points.

Curriculum Information & Policies

ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS (AP). High School students have the opportunity to complete college-level courses while still in high school through an advanced placement program sponsored by the College Entrance Examination Board (CEEB). CEEB examinations are offered in the high school by the Educational Testing Service (ETS). MCC will grant credit for CEEB Advanced Placement test scores for some courses. Successful completion of the exam (score of 3 or higher) is required for awarding credit. Students desiring credit must have their scores submitted to the MCC Registrar for evaluation.

ADVANCED PLACEMENT FOR EARNED HIGH SCHOOL CREDITS. Students may earn credit for college-level courses based on completion of specified high school courses through the North Carolina High School to Community College Articulation Agreement. The students must have earned a grade of "A" or "B" on the high school course and must have received a raw score of 80 or higher on the appropriate VoCATS exam. To receive articulated credit, students must enroll at the community college within two years of their high school graduation date. For advanced placement procedures and a complete list of high school courses, contact an area high school counselor or the Registrar at MCC.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Credit may be allowed for up to 25 percent of college work based on appropriate scores of the CLEP subject area exams. CLEP subject examinations are evaluated based on the American Council on Education's (ACE) recommended scores where appropriate to the student's program of study. Recommended scores may be obtained from the Admissions Officer or the Counselor.

CONTINUING EDUCATION UNITS (CEUs). Students desiring to transfer credits into the curriculum division from a course completed while enrolled in a Continuing Education program at an accredited post-secondary institution may do so according to the following guidelines:

1. The Student Services staff will assess whether the courses or units are relevant to curriculum.
2. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.
3. All passing grades (C or above) will be considered for credit. No CEUs will be used in computing the GPA.
4. No more than 25 percent of the curriculum's total credit hours required for graduation can be continuing education units.
5. Proficiency examinations may be required before CEU credits are awarded.

CREDIT-BY-EXAMINATION. A student who can demonstrate proficiency in a subject area may request a credit-by-examination in that subject in order to accelerate his/her studies. However, no more than 25 percent of the program's total credit hour requirement may be earned through the Credit-By-Exam process. A student requesting this type of credit must:

1. Register for the course according to regular registration procedures set forth by the College and pay the required tuition.
2. Complete the Application for Credit-By-Examination unless the course has been given prior approval to be administered on an individual or group basis.
3. Submit the completed application to the appropriate Associate Dean or Program Head and Vice President of Instruction.
4. Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The credit-by-examination ***must*** be completed by the 10 percent reporting date of the term of application for credit to be awarded.
5. Complete a drop/add form if the examination is successfully completed. Tuition refunds will not be issued for credit hours earned through credit-by-examination.
6. The credit-by-examination may be attempted only once for each course. A student who has previously received a grade of "F," "D," or "I," for the course is not eligible to attempt a credit-by-examination for that course.

TRANSFER OF CREDITS

Applicants wishing to transfer credit from another accredited institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a "C" may be transferred. All course credit will be evaluated on merit and relevance. Course credit over ten (10) years old must be approved by the Vice President of Student Services. Some courses with a technical or skill content have a five-year (5 year) time limitation on the acceptance of transfer credit. This includes credits earned at MCC as well as other post-secondary institutions. The program heads/associate deans determine the specific courses under this category. In such instances, students may complete proficiency examinations, when appropriate and available, to receive credit for those courses. For Practical Nursing students, major courses and Anatomy and Physiology credits must have been completed within the last three (3) years prior to enrollment to be considered for credit. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency through the Credit-By-Examination Policy before awarding credits. The final decision on transfer credit is determined by the Vice President of Student Services.

MCC is a Servicemembers Opportunity College (SOC) and serves as a home college for Servicemembers and their adult family members enrolling in degree programs that are part of the SOC system. SOC schools recognize and use the ACE *Guide to the Evaluation of Educational Experiences in the Armed Services* and award credit for appropriate learning acquired in military service at levels consistent with ACE *Guide* recommendations and/or those transcripted by the Community College of the Air Force.

Curriculum Information & Policies

ADVERSE WEATHER POLICY (MCC CLOSING)

Adverse (severe) weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, hurricanes, etc. Should it be necessary to close the College due to severe or adverse weather conditions, announcements will be made via the AlertNow system to telephone numbers for those who have completed the AlertNow opt-in documents, and on the radio and television stations listed below. Additionally, if there is electrical power at the College, a message will be placed on the MCC telephone (voice mail) system.

TV Channels:

WBTV 3: Charlotte	WFMY 2: Greensboro	WRAL 5: Raleigh
WSOC 9: Charlotte	WGHP 8: Greensboro	

Radio Stations:

WABZ 100.9 FM: Albemarle	WMAG 99.5 FM: Greensboro
WZKY 1580 AM: Albemarle	WQMG 97.1 FM: Greensboro
WSPC 1010 AM: Albemarle	WHSL 100.3: Greensboro
WSOC 103.7 FM: Charlotte	WJRM 1390 AM: Troy

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student must attend 80 percent (80%) of class and 80 percent (80%) of lab hours. When absences total more than 20 percent (20%) of the total contact hours for the course, a student *will be dropped* from a class. If extenuating circumstances exist, the drop may be waived by the Vice President of Instruction.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying Student Services prior to the student missing 20 percent (20%) of the class. Additionally, instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.

CAFETERIA

The Hole in the Wall Café in Building 100 is open Monday through Friday. There is a variety of menu options to choose from including daily specials, hot meals, and sandwiches. The Café offers excellent food at very affordable prices.

Curriculum Information & Policies

CAMPUS SECURITY ACT

In 1990, the Campus Security Act was signed into law. The implications of the law affect, to some extent, all postsecondary institutions. More importantly, it involves the entire campus community in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires MCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available at *www.montgomery.edu/security.htm* and printed copies are available from the Business Office.

CAREER INFORMATION

Students, alumni and citizens in the community should be able to make informed career decisions and develop well-organized job portfolios with the assistance of MCC and the Montgomery County JobLink Career Center. Free services include career and personal assessments, employment readiness preparation, job placement assistance, resume preparation, and career counseling. Students and job seekers have access to resources that provide extensive career exploration and job searches. Customers also have access to representatives from the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, Montgomery County Schools, Troy Housing Authority, and Youth Support Services, as well as MCC services. The Center is located on the MCC campus and is open Monday through Friday from 8 a.m. until 5 p.m..

CATALOG OF RECORD

Montgomery Community College operates under the semester system. Fall and Spring semesters are each sixteen (16) weeks in length. Summer Sessions are eight (8) weeks in length. Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum or under the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

CHILD CARE SERVICES

MCC offers daytime child care services on a space-available basis for children of faculty, staff, students, and citizens from the community. Children must be between three (3) years of age to kindergarten age to enroll. A fee is charged for child care services.

CHILDREN ON CAMPUS

To guard against the disruption of MCC's educational environment, children of students should not be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation session, and computer or library labs/sessions. Children of employees should not be brought to campus during the employee's regular working hours. Children of visitors must be supervised by the parent or guardian while on campus or at any approved off-campus class site. The College assumes no responsibility for children, or for any accidents or injury incurred by children in an unsupervised situation not approved by the college administration.

CIVIL RIGHTS COMPLAINTS (DUE PROCESS)

Students who feel they have been deprived of their civil rights should express their grievance in writing to their advisor with a copy going to the MCC Human Resources (HR) Coordinator. Should the complaint involve the advisor in such a way that the student feels he/she cannot take the complaint to the advisor, then the initial written complaint may be made directly to the HR Coordinator. If the HR Coordinator is unable to resolve the complaint, the student may appeal in writing to the Montgomery Community College AD HOC Compliance Committee. This committee is composed of the Vice President of Instruction, Vice President of Student Services, and two other representatives to be designated by the President of the College.

If the Committee is unable to resolve the complaint, further institutional appeal may be made in writing directly to the President of the College. If the complaint remains unresolved, the student should follow steps D and E under **Procedural Due Process** in the **Student Conduct and Code** section of the *Student Handbook*. Further appeals may be made directly to the Office of Civil Rights, U.S. Dept. Of Education, 101 Marietta Tower Suite 2300, Atlanta, GA 30323.

CLASS/PROGRAM CANCELLATIONS

Montgomery Community College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Students will receive 100 percent tuition refunds in the event of class or program cancellations or students may choose another class or program.

COUNSELING AND ASSESSMENT SERVICES

Professional counselors provide counseling services designed to give assistance to students in the areas of academics, researching college transfer opportunities, and in resolving personal issues and/or crises as they relate to the student's education. Information concerning entrance and graduation requirements, financial assistance, employment trends and job opportunities, transfer opportunities, labor market information, student activities and appropriate referral to support agencies are some of the services provided. Additionally, referral to support agencies when needed is another service provided. Students are seen on a walk-in basis or by appointment made with the Counselor, whose office is located in Building 100.

Curriculum Information & Policies

Academic and career counseling is provided to assist students in understanding the various types of curriculum programs available at the College. Clarification of program qualifications and prerequisites are carefully explained. Academic tutorial assistance may be provided to students who may be in jeopardy of academic failure. A peer tutorial program gives students an opportunity to receive one-on-one assistance in a course. This is a free service provided for students by the College. Students should consult their instructors prior to seeking academic assistance. Students are encouraged to contact the Director of Counseling Services early in the semester to arrange for tutorial assistance or to sign up as a peer tutor.

Transfer counseling is provided to assist students who are interested in transferring to a four-year institution. Inquiries made concerning transfer options are forwarded to the Director of Academic Advising. The Director is available to answer specific questions about the appropriate courses to take for transfer. More information is available on the College's website (www.montgomery.edu) under Academic Advising.

Personal counseling is provided to assist students in career/decision-making skills, job-seeking skills, employment referrals, assessment and testing, and personal/life skills. When necessary, the Counselor may make (with the student's permission) referrals to community resources and/or agencies if additional assistance is needed to secure academic success while enrolled at the College. These services are provided to ensure academic success for each student while enrolled at the College.

Counseling Services staff conducts all assessment services for ASSET, and COMPASS. The results of such assessment instruments are used to advise students on the appropriate English, reading and math courses needed. The counseling staff conducts other assessments that may be required for specific curriculum programs. In addition, COPS, and Self-Directed Search assessments are given to students that need assistance in career development.

CURRICULUM COURSE REPETITION POLICY

A student may repeat courses in which he/she has earned a grade below a "C" in an effort to earn a higher grade or raise the overall grade point average. The higher of the grades will be used as the grade of record in computing the cumulative grade point average. All grades received will remain on the student's transcript. A student may repeat for credit or audit a course in which he/she has made a "C" or higher or has previously audited only one time in a five-year period. A course may not be taken twice during the same term on either a credit or at audit basis. However, a student may add to his/her mastery of course content by enrolling for the class upon recommendation of the instructor and approved by the Vice President of Instruction. Regular tuition charges apply for students repeating the class excessively and the college may not report membership hours. Any student who has completed a course with a grade of "C" or better may not displace a new student for the course.

COURSE RESIDENCY REQUIREMENTS

A minimum of 25 percent of the total number of credit hours required for graduation in a particular program **must** be taken at Montgomery Community College. No more than 75 percent of required credit hours can be accepted as transfer credit and/or credit-by-examination.

COURSE SUBSTITUTION POLICY

Substitution courses must be approved by the appropriate Associate Dean or the Vice President of Instruction. Course substitutions will be very limited and must be of a special nature. The College reserves the right to substitute courses whenever necessary and in the best interest of the students or the College. Course substitutions may not exceed 25 percent of the credit hours required for graduation.

CRIMINAL RECORD, DRUG TESTING & HEALTH SCREENING

Affiliating agencies used by selected MCC programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

EVENING PROGRAMS

The College offers evening programs which include many of the credit courses offered during the day, as well as non-credit courses primarily for personal enrichment or occupational upgrading or retraining. Credit courses at night allow the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The release of personal information pertaining to curriculum students is under the general supervision of the Vice President of Student Services. To safeguard the welfare of each student, personal information is given only to authorized individuals as specified in the Family Education Rights and Privacy Act (FERPA) of 1974. The Act provides many safeguards regarding the confidentiality of and access to student records. For more information, consult the MCC *Student Handbook*.

1. Students may review their educational records by making a written request to the Registrar.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for auditing or accrediting organizations. The Vice President of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.

4. MCC does not publish or distribute directory information or any personally identifiable information unless mandated by legislative action.
5. Authorities with court orders are permitted to review records in the presence of Student Services administrative staff only.

FIRST AID

First aid kits are located in the hallways of all campus facilities. All accidents should be reported to the instructor and to the Student Services Division.

GRADING SYSTEM

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

Grade	Explanation	Quality Points Per Credit Hour
A (93-100)	Outstanding	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
F (Below 70)	Failure	0
AP	Advanced Placement	0
AU	Audit of a Course	0
CE	Credit by Proficiency Exams	0
CT	Credit by Transcript	0
FA	Failure Due to Non-Attendance	0
I	Incomplete	0
NG	No Grade Issued by Instructor	0
S	Satisfactory Progress	0
U	Unsatisfactory	0
W	Official Withdrawal	0

* An asterisk immediately following a grade indicates that the course is not applicable to the student's current program of study or is a developmental course. These grades are not included in the totals for GPA calculations.

Although quality points are not awarded for marks of AP, CE, and CT, students receiving these grades do earn the appropriate credit hours according to the course's assigned value. A grade of Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete grade not removed by the end of the succeeding term will be changed to an "F," unless additional time is granted by the instructor. A grade of Incomplete will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to an "F" due to lack of proper action by the student. The student will be informed of variations in the grading system during the first week of class. Exception: Special Credit students may be given a grade of W (withdrawal) on the course(s) without officially withdrawing.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures should be followed:

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, the student may present his/her case in writing to the appropriate Associate Dean or Program Head.
3. A final review may be made by the Vice President of Instruction in consultation with the Vice President of Student Services and/or all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the College, Step One above does not apply. The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

GRADUATION REQUIREMENTS

A student must:

1. Satisfy course requirements by completing at least 25 percent of the semester credit hours in a degree, diploma or certificate program through instruction offered by the institution awarding the degree.
2. Be enrolled at MCC during the term for which program requirements are completed. This may be waived only when extenuating circumstances exist and with the approval of the Vice President of Student Services and the appropriate instructor. (Note: MCC is a Servicemembers Opportunity College [SOC] and serves as a home college for servicemembers and their adult family members enrolling in degree programs that are part of the SOC system which provides for a waiver of this requirement.)
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate.
4. Possess an overall 2.00 GPA.
5. Remove all financial obligations to MCC.

HONORS AND AWARDS

ALL-AMERICAN SCHOLAR PROGRAM. The All-American Scholar program includes students who have earned a 3.30 or higher grade point average. Students are nominated by faculty and Student Services staff.

Curriculum Information & Policies

ALL-USA ACADEMIC TEAM. The All-USA Academic Team includes students who are pursuing an Associate of Arts, Associate of Science or Associate of Applied Science degree. Students must have a cumulative grade-point average of not less than 3.25. Two students are eligible for nomination each academic year.

DEAN'S LIST. The Dean's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 in their major for the term with no incomplete grades and no grade lower than a "B."

HONORS LIST. The Honors List is composed of students who are enrolled for 6-11 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 in their major for the term with no incomplete grades and no grade lower than a "B."

MINORITY LEADERSHIP AWARDS. MCC Minority Leadership Awards include students who have demonstrated dependability, citizenship, leadership, enthusiasm, responsibility and support of MCC. A minimum grade point average of 3.00 is required. Students are recommended by faculty and Student Services staff.

PHI THETA KAPPA (PTK). The purpose of Beta Xi Omicron Chapter of Phi Theta Kappa at MCC shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of the college. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the *PTK Constitution and Bylaws*, each candidate for membership must have completed 12 semester hours of associate degree coursework, with a GPA of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship.

PRESIDENT'S LIST. The President's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of 4.00 in their major for the term with no incomplete grades.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES. Students are chosen for nomination to Who's Who on the basis of scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to Montgomery Community College, and potential for future achievement.

HOUSING

Since the College has no dormitory facilities, students who wish to live away from home must make their own living arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use student bulletin boards, local newspapers, and a list of local realtors as tools in obtaining housing.

JOB REFERRAL SERVICES

MCC houses the Montgomery County JobLink Career Center in Building 100. JobLink is actually a partnership of several agencies that collaborate to bring workforce development and preparedness to individuals in the community at a one-stop-shop location. Partners include: Montgomery County Schools, Division of Vocational Rehabilitation, Employment Security Commission, Troy Housing Authority, Richmond County Support Services, Department of Social Services, MCC, and Regional Consolidated Services (Local Area).

INDEPENDENT STUDY

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, Associate Dean and the Vice President of Instruction. Completed applications should be submitted to the Registrar at least one week prior to the student registering. After a student is registered for an independent study class, he/she must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to the 10 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class. The student's registration form will show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study. The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid are not eligible for independent study for pay purposes except when approved for special study in transitional studies courses.

INMATE EDUCATION

Montgomery Community College offers educational programs and courses to the residents of the local prison system. The local system includes Southern Correctional Institution.

ORIENTATION

All new students are expected to participate in an orientation program conducted by the Student Services Staff. The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, and support services, as well as to discuss policies and regulations of the College. Topics may include: calendar of events, student conduct, academic advising process, financial assistance, veteran benefits, student activities, child care services, attendance policy, withdrawal from class or college, grading system, grade reports, refund policy, placement policy, counseling services, transitional studies program, high school and GED completion information (when applicable), SGA, policies and procedures regarding educational records and privacy of those records, and procedural due process.

Curriculum Information & Policies

REGISTRATION

Courses are offered as outlined in each program area. Each individual must officially register for each course he/she attends. Registration is held at designated times each term as indicated in the Academic Calendar. Student Services will notify new applicants concerning times and other special registration procedures.

Registration is complete when all fees are paid or deferred by the Business Office and the student is issued a receipt. The receipt and registration form must be presented to each instructor upon enrolling in any course. No person can participate in or attend any course unless he/she is officially registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to Late Registration will be counted as absences.

SOCIAL SECURITY NUMBERS

Social Security Numbers are used for the purpose of record and file identification only. Applications submitted without a Social Security Number require additional processing. If you choose not to disclose your SSN, entry of your application may be delayed. In addition, you should be aware that for some purpose (for example tuition tax credit documents such as 1098T and federal financial aid), social security numbers are required.

STANDARDS OF PROGRESS

ACADEMIC STANDARDS OF PROGRESS. Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's GPA for that term and their cumulative GPA are examined. Special standards of progress for Practical Nursing, Dental Assisting, and Medical Assisting students are published in the respective handbooks for these majors. Those standards supersede these.

GRADE POINT AVERAGE (GPA) TO DETERMINE STANDARDS OF PROGRESS. The GPA is computed by dividing the total quality points earned by the total credit hours attempted. A student whose cumulative GPA falls below 2.00 will be placed on academic probation. To satisfy graduation requirements, a 2.00 cumulative GPA is required for all degree, diploma, and certificate programs.

ACADEMIC PROBATION. Students whose academic progress is unsatisfactory as determined by the program GPA will be placed on academic probation. Students on academic probation are required to consult with a counselor and may be required to reduce their course load, repeat courses, or register for transitional studies classes to strengthen their educational background. Students failing to see a counselor by the end of the term in which they are notified of probationary status will not be allowed to re-enroll for the next term. Students may remove themselves from academic probation by re-establishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION. Each term students remain on academic probation, they must earn at least a "C" average or better until the GPA standard is met. Failure to earn this average may result in academic suspension for a period of at least one term. For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one term while below the standards of progress required to graduate without special counseling and approval. The Student Services Counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION. The Grade Contesting Policy should be followed to prevent future academic probation/ suspension action. This is the first step in the appeals process for academic probation and suspension policies. At the discretion of the Counselor and with concurrence of the appropriate advisor, students may request a waiver of the one term suspension to continue studies, provided the Counselor and advisor determine the need for additional time for proper adjustment to the academic environment.

REINSTATEMENT FROM ACADEMIC SUSPENSION. Students must make a written request for reinstatement after having been on suspension for a minimum of one term. For the term following reinstatement, students must take the appropriate course work determined by the Counselor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated by the Counselor. Entry into another program of study during a suspension period may be approved only by the Student Services Counselor. No student may be reinstated from academic suspension more than two times over any consecutive three year period in the same program of study.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID RECIPIENTS

Title IV regulations require that each student receiving federal aid maintain satisfactory academic progress. Satisfactory progress is measured by both a qualitative and a quantitative standard. The Satisfactory Academic Progress requirements for Montgomery Community College are outlined below and measures only courses taken in a student's current field of study.

Increment 1: Measured at the end of the semester in which the student exceeds 15 credit hours attempted in their field of study. (Completion rate required: 50% cumulative; Required GPA is 2.0)
Increment 2: Measured at the end of the semester in which the student exceeds 30 credit hours attempted in their field of study. (Completion rate required: 60% cumulative; Required GPA is 2.0)
Increment 3: Measured at the end of the semester in which the student exceeds 45 credit hours attempted in their field of study. (Completion rate required: 67% cumulative; Required GPA is 2.0)
Increment 4: Measured at the end of the semester in which the student exceeds 45 credit hours attempted in their field of study. (Completion rate required: 67% cumulative; Required GPA is 2.0)

All aid is suspended once a student has attempted more than 150% of the required number of hours in their program of study. For example, if the degree requires 70 hours to complete, the 150% maximum timeframe would be 105 attempted hours. For diploma students, if the diploma requires 40 hours to complete, the maximum timeframe would be 60 attempted semester hours.

Limits on Financial Aid Eligibility: A student may NOT change curriculums or programs of study more than three times and still receive financial aid. A student must earn a diploma or degree in one of the three attempted programs before she/he may receive aid for another course of study. Once a student has reached financial aid suspension status, they must meet with the Director of Counseling Services for counseling and to complete an interest inventory prior to changing majors.

In addition, a student may receive aid for up to two (2) one-year diplomas or two (2) associate degrees. After a student has completed two degrees, two diplomas, or one degree and one diploma they are no longer eligible to receive financial aid at MCC.

WITHDRAWAL: All courses attempted in the field of study are used in calculating the SAP. Withdrawals and grades of "F" or "AU" count as hours attempted. If a student changes curriculums, all the courses attempted previously that apply toward the new major transfer and are used in determining SAP.

PROBATION: There is NO PROBATIONARY TERM for students who fail to meet the SAP standards. As MCC allows students to change courses of study and provides a graduated completion scale, students must meet the standards in order to continue receiving aid.

APPEAL: All students are eligible to appeal their financial aid suspension status in writing to the Financial Aid Department. Appeals are granted only in documented cases of serious illness, death of an immediate family member, natural disaster, or other traumatic episode.

REMEDIAL CLASSES: Remedial classes do not apply toward the SAP calculation. Students may receive aid for 30 remedial credit hours only.

REPEATING COURSES: Repeating a course is allowed when the student fails to earn a grade of "C" or better. However, repeating a course counts as another attempt: the attempted hours count each time the course is taken; the completed hours count once. Repeating courses may be detrimental to a student's SAP.

ADDING A MINOR: Students may declare a minor. However, while the hours attempted in both programs count toward determining the SAP (completion rate and GPA), the student must be able to complete their primary course of study within the maximum timeframe. If at any point it becomes clear that the student cannot complete their primary course of study within the 150% maximum timeframe, they become ineligible for aid. Adding a minor does not increase the maximum timeframe. The maximum timeframe is 150% of the primary course of study.

Clarification on having a minor: While MCC's SAP policy only calculates courses that apply toward a student's listed program(s) of study and allows a student to change curriculums up to three times, students may NOT drop a minor for the intended purpose of lowering their attempted number of credit hours. For example, a student who has been attempting courses concurrently in two programs of study (Criminal Justice and Accounting) is informed that they are no longer eligible for aid because they cannot complete their primary degree of Criminal Justice within the 150% timeframe. CJ requires 66 hours to complete: 150% limit is 99 hours (SAP requires a student to be able to graduate by 150% limit). The student has attempted 50 hours in CJ and 25 in Accounting for a total of 75 attempted hours. Of those 50 attempted in CJ, the student has completed 40, leaving 26 more hours to complete before being eligible for a degree in CJ (66 - 40=26). As the student is within 24 hours of the 150% cap, they are NOT eligible for aid. To change this determination and regain eligibility, the student tries to drop Accounting minor in order to reduce the number of hours they have attempted to 50 (75 - 25= 50). This attempt to alter the SAP standing is NOT permissible. If a student has clearly attempted two programs of study concurrently, then for the purposes of financial aid these programs are linked and the hours attempted in each are collectively used to calculate the SAP.

SUSPENSION / REGAINING ELIGIBILITY FOR AID: Students who fail to meet the standards outlined above are ineligible for aid. Excepting an approved appeal request, the only manner by which a student may regain eligibility is by completing classes at their own expense and achieving the minimum SAP requirements.

COURSES OUTSIDE THE CURRICULUM: It is the student's responsibility to register for courses in their program(s) of study. An award may be reduced after the first day of classes for credit hours not relevant to the curriculum. In such cases, the business office will charge the student for the tuition cost for such credit hours.

Notice: Responsibility for registering for classes in one's program of study, monitoring one's progression toward graduation, and avoiding SAP ineligibility lies with the student. When a student enrolls at MCC, they choose their course of study and they have complete and easy access to the course requirements necessary to complete that chosen degree. While MCC provides advisement and counseling for students in an effort to facilitate a student's educational interests and goals, this SAP policy is mandated by the federal government and may not be altered, ignored, or regulated on the grounds of improper or misinterpreted advisement.

STUDENT ATTIRE

Montgomery Community College frequently has prospective students, employers, legislative representatives, and other visitors on campus. Therefore, although MCC students may dress informally, they are encouraged to be clean and dress properly. To ensure safety and to minimize disruptions to other students, shirts and shoes are required at all times.

STUDENT CONDUCT

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the *Student Code* is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. The *Student Code* is directed toward breeches of the *Articles of Student Conduct* as set forth in the *Student Handbook*.

STUDENT GOVERNMENT ASSOCIATION (SGA)

All curriculum students at MCC are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participation in SGA activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Vice President of Student Services, as well as the President's Administrative Cabinet at the College.

SGA Clubs & Organizations. There are various clubs and organizations at MCC for students to join. Each club/organization has a faculty or staff advisor and an elected representative to the Student Government Association. More information on each club is available in the *Student Handbook*. MCC clubs/organizations are:

Alpha Beta Chi (Early Childhood) Club
Business Technologies Club
Dental Assisting Club
Gunsmithing Society
Medical Assisting Club
Pottery Club
Student Ambassadors
Autobody Club
Criminal Justice Club
Forestry Club
Human Services Club
Phi Theta Kappa (PTK)
Practical Nursing Club

STUDENT LIFE

Students at Montgomery Community College (MCC) have specific educational needs. They are learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity. Some are employed full-time; some part-time; and some are unemployed or retired. Many have family and job responsibilities. From this diversity of people, comes one common factor — each is an individual with a desire to learn.

MCC offers a formal education in a relaxed atmosphere. Classrooms and restrooms are designed to be easily accessible to handicapped students. A lounge area is available where students may eat, relax, and visit with each other.

STUDENT RIGHTS & RESPONSIBILITIES

By entering classes at MCC, students take upon themselves certain responsibilities and obligations that include an honest attempt to academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are present in a democratic and collegiate environment.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Additionally, all students are responsible for the completion of their academic program. They must also maintain the required grade point average, know their academic standing, and meet all graduation requirements. Advisors and counselors are available to assist students, but final responsibility for program requirements rests with the student.

TELEPHONES

Public telephones are located in the Student Lounge area in Building 100 and in the Main Lobby of Building 200. Callers should be considerate of fellow students and limit calls to five minutes. **NOTE: Only in cases of an emergency will messages be delivered to students in class.**

TRANSCRIPTS

Upon **written** request, the College will provide students with copies of their academic and financial aid transcripts. Students may receive or have transmitted copies of transcripts only on themselves. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations:

1. the student has an unpaid financial obligation to the College;
2. the student has an overdue library book(s), equipment, or materials belonging to the College; or
3. there is an unresolved disciplinary action against the student.

TRANSFER OPPORTUNITIES

COMPREHENSIVE ARTICULATION AGREEMENT. In an effort to simplify and facilitate transfer of credit between community colleges and the University of North Carolina System, the University's Board of Governors and the North Carolina Community College System have developed and approved a Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina System. CAA courses are identified in the "Course Descriptions" section of the College *Catalog*. Students must earn a grade of "C" or better for courses to transfer as part of the CAA.

ARTICULATION AGREEMENTS WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS. Many private colleges and universities also accept courses for transfer credit and have their own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult the Director of Academic Advising and the Admission Office at the senior institution for additional information.

TUTORIAL SERVICES

The College provides tutorial services for students who may be at risk of failing a course. Students interested in receiving or providing tutorial assistance should consult with the Counselor. Final authorization for tutorial services lies with the Vice President of Instruction and Vice President of Student Services.
The referral process may occur under the following conditions:

1. ***Instructor Referral*** - The instructor may refer a student to the Counselor for tutorial services based on the individual's academic performance in class.
2. ***Student Referral*** - The student may refer themselves for tutorial services if they feel that they do not have a clear understanding of the course content, based on the results of the instructor's academic assessment.

UNOFFICIAL DROP BY INSTRUCTOR

Students will be dropped when the student gives notice of withdrawal or has been absent from class for two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. A student may also be dropped from a course for disciplinary reasons.

A student dropped for excessive absences or other reasons may be readmitted through Student Services. Permission to re-enroll will be given only with approval of the instructor. Absences must have been for a good reason and personal contact with the instructor must have been made to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor. The grade issued for classes from which the student has been unofficially dropped is "F." Students may remove the grade of "F" by following the Official Withdrawal procedures.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College or from an individual course should complete an official withdrawal form in Student Services. **A student is not officially withdrawn until he/she processes a formal withdrawal form with the Registrar's Office. The effective date of withdrawal is the date the Registrar's Office receives the form.** All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to re-enroll, and transfer credits. No student will be allowed to officially withdraw from any classes after the term has ended.

- *Failure to officially withdraw* may result in a grade of "F" for the student on all courses for which he/she is enrolled.
- If a student completes the *Official Withdrawal* process, the student may be given a grade of "W" for his/her class(es). Quality points will not be computed nor credit given.
- A student who withdraws from a course or the College *after the 75% point of the term* may be given a grade of "F" on all courses. Quality points will be computed unless the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Vice President of Student Services must approve the waiver of the grade of "F."

Curriculum Programs of Study

Associate in Arts (A.A.)

An Associate in Arts or an Associate in Science Degree consists of 64-65 Semester Hours Credit (SHC). The curricula are designed to parallel the freshman and sophomore level course work at a four-year college or university and to transfer toward a baccalaureate degree. These college transfer programs are part of the Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the institutions of the University of North Carolina System.

Associate in Applied Science (A.A.S.)

An Associate in Applied Science Degree consists of 64-76 SHC. Curriculum programs of study leading to an A.A.S. Degree are composed of collegiate level studies and are designed to prepare students for employment as technicians in semi-professional fields.

Associate in General Education (A.G.E.)

An Associate in General Education consists of 64-76 SHC. Upon successful completion of the General Education course of study, Montgomery Community College will award the Associate Degree in General Education.

Diploma and Certificate Programs

A diploma program consists of 36-48 SHC, and a certificate program consists of 12-18 SHC. These curricula are designed to prepare students for skilled or semi-skilled employment in a specific occupation. Diploma and/or certificate options are offered in some A.A.S. Degree programs, and credits earned from these options may be applied toward the higher level credential. These options are noted in the individual program sections of this catalog.

Curriculum Programs of Study

Developmental Studies

Developmental studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Developmental studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Developmental courses begin with course number of "0" (i.e. Eng 070). Tuition fees apply to these courses, and the courses carry credit hours; however, the credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

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ACCOUNTING
(A25100)
A.A.S. Degree/Diploma/Certificate

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Curriculum Programs of Study

ACCOUNTING

Day Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	111	College Student Success		1	0	1
+*	ACC	120	Principles of Financial Accounting		3	2	4
	BUS	110	Introduction to Business		3	0	3
*	CIS	111	Basic PC Literacy		1	2	2
*	ENG	111	Expository Writing	P/C	3	0	3
*	OST	131	Keyboarding		1	2	2
			Total		**12**	**6**	**15**
Spring Semester (First Year)							
+*	ACC	121	Principles of Managerial Accounting	P/C	3	2	4
+*	ACC	129	Individual Income Taxes		2	2	3
*	BUS	115	Business Law I		3	0	3
*	BUS	121	Business Math		2	2	3
*	CTS	130	Spreadsheet	P/C	2	2	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
			Total		**15**	**8**	**19**
Fall Semester (Second Year)							
	ACC	220	Intermediate Accounting I	P/C	3	2	4
	ACC	225	Cost Accounting	P/C	3	0	3
	BUS	137	Principles of Management		3	0	3
*	ECO	251	Principles of Microeconomics ***or***		3	0	3
*	ECO	252	Principles of Macroeconomics		3	0	3
*	MAT	140	Survey of Mathematics	P/C	3	0	3
	Social/Behavioral Science Elective				3	0	3
			Total		**18**	**2**	**19**
Spring Semester (Second Year)							
+*	ACC	140	Payroll Accounting	P/C	1	2	2
+*	ACC	150	Accounting Software Applications	P/C	1	2	2
	BUS	225	Business Finance	P/C	2	2	3
	BUS	260	Business Communication	P/C	3	0	3
	OST	286	Professional Development		3	0	3
	Humanities/Fine Arts Elective				3	0	3
			Total		**13**	**6**	**16**

Total Semester Hours Required for Accounting A.A.S. Degree: 69
***Total Semester Hours Required for Accounting Diploma: 37**
+Total Semester Hours Required for Accounting Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

ACCOUNTING

Evening Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	111	College Student Success		1	0	1
+*	ACC	120	Principles of Financial Accounting		3	2	4
*	CIS	111	Basic PC Literacy		1	2	2
*	ENG	111	Expository Writing	P/C	3	0	3
*	OST	131	Keyboarding		1	2	2
			Total		**9**	**6**	**12**
Spring Semester (First Year)							
+*	ACC	121	Principles of Managerial Accounting	P/C	3	2	4
*	BUS	115	Business Law I		3	0	3
*	BUS	121	Business Math		2	2	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
			Total		**11**	**4**	**13**
Summer Session (First Year)							
Humanities/Fine Arts Elective					3	0	3
Social/Behavioral Science Elective					3	0	3
			Total		**6**	**0**	**6**
Fall Semester (Second Year)							
	BUS	110	Introduction to Business		3	0	3
*	MAT	140	Survey of Mathematics	P/C	3	0	3
*	ECO	251	Principles of Microeconomics ***or***		3	0	3
*	ECO	252	Principles of Macroeconomics		3	0	3
			Total		**9**	**0**	**9**
Spring Semester (Second Year)							
+*	ACC	129	Individual Income Taxes		2	2	3
+*	ACC	140	Payroll Accounting	P/C	1	2	2
+*	ACC	150	Accounting Software Applications	P/C	1	2	2
*	CTS	130	Spreadsheet	P/C	2	2	3
			Total		**6**	**8**	**10**
Fall Semester (Third Year)							
	ACC	220	Intermediate Accounting I	P/C	3	2	4
	ACC	225	Cost Accounting	P/C	3	0	3
	BUS	137	Principles of Management		3	0	3
			Total		**9**	**2**	**10**
Spring Semester (Third Year)							
	BUS	225	Business Finance	P/C	2	2	3
	BUS	260	Business Communications	P/C	3	0	3
	OST	286	Professional Development		3	0	3
			Total		**8**	**2**	**9**

Total Semester Hours Required for Accounting A.A.S. Degree: 69
*** Total Semester Hours Required for Accounting Diploma: 37**
+ Total Semester Hours Required for Accounting Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

ASSOCIATE IN ARTS
(A10100)
A.A. Degree

ASSOCIATE IN ARTS:
ELEMENTARY EDUCATION PRE-MAJOR
(A1010R)
A.A. Degree

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of college transfer courses. (Ref. 23 NCAC 2E.0204) Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Curriculum Programs of Study

ASSOCIATE IN ARTS

Day or Evening Program – Associate Degree

General Education Core = 44 semester hours credit (SHC); upon completion of core requirements, Diploma in Associate in Arts may be awarded.

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

English Composition – 6 SHC

Required:

*ENG 111 Expository Writing	3

Select one course from the following:

*ENG 112 Argument-Based Research	3
*ENG 113 Literature-Based Research	3
*ENG 114 Professional Research & Reporting	3

Humanities/Fine Arts – 12 SHC

Select **four** courses from at least three different disciplines: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, or religion. **At least one course must be a literature course.**

Select one literature course – 3 SHC required.

*ENG 131	Intro to Literature	3
*ENG 231	American Literature I	3
*ENG 232	American Literature II	3
*ENG 241	British Literature I	3
*ENG 242	British Literature II	3
*ENG 261	World Literature I	3
*ENG 262	World Literature II	3

Art

ART 111	Art Appreciation	3

Foreign Languages

CHI 111	Elementary Chinese I	3
CHI 112	Elementary Chinese II	3
CHI 211	Intermediate Chinese I	3
CHI 212	Intermediate Chinese II	3
*FRE 111	Elementary French I	3
*FRE 112	Elementary French II	3
*FRE 211	Intermediate French I	3
*FRE 212	Intermediate French II	3
JPN 111	Elementary Japanese I	3
*JPN 112	Elementary Japanese II	3
*JPN 211	Intermediate Japanese I	3
*JPN 212	Intermediate Japanese II	3
SPA 111	Elementary Spanish I	3
*SPA 112	Elementary Spanish II	3
*SPA 211	Intermediate Spanish I	3
*SPA 212	Intermediate Spanish II	3

Humanities

HUM 120	Cultural Studies	3
HUM 150	Am. Women's Studies	3
HUM 160	Introduction to Film	3

Music

MUS 110	Music Appreciation	3

Philosophy

*PHI 210	History of Philosophy	3
*PHI 215	Philosophical Issues	3
*PHI 240	Introduction to Ethics	3

Religion

REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3

Curriculum Programs of Study

Social/Behavioral Sciences – 12 SHC

Select **four** courses from at least three different disciplines: economics, geography, history, political science, psychology, or sociology. **At least one course must be a history course.**

Select one history course – 3 SHC required.

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3

Anthropology

ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3

Economics

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3

Political Science

POL 120	American Government	3

Psychology

PSY 150	General Psychology	3
*PSY 241	Developmental Psych.	3
*PSY 281	Abnormal Psychology	3

Sociology

SOC 210	Intro to Sociology	3
SOC 213	Socio. of the Family	3

Natural Sciences/Mathematics – 14 SHC

Natural Sciences – 8 SHC minimum

Select two courses, including accompanying laboratory work, from the biological and physical science disciplines.

BIO 111	General Biology I	4
*BIO 112	General Biology II	4
BIO 140/140A	Environ. Biology/Lab	4
*CHM 132	Organic and Biochem	4
*CHM 151	General Chemistry I	4
*CHM 152	General Chemistry II	4
PHY 110/110A	Concept. Physics/Lab	4
*PHY 151	College Physics I	4
*PHY 152	College Physics II	4

Mathematics – 6 SHC minimum

Select at least one course from List A. The other course may be selected from List A *or* B.

List A

*MAT 140	Survey of Math	3
*MAT 161	College Algebra	3
*MAT 171	Precalculus Algebra	3

List B:

CIS 110	Intro to Computers	3
*CIS 115	Intro/Programming & Logic	3
*MAT 151	Statistics I	3
*MAT 172	Precalculus Trigonometry	3
*MAT 175	Precalculus	4
*MAT 263	Brief Calculus	3
*MAT 271	Calculus I	4
*MAT 272	Calculus II	4

Curriculum Programs of Study

Other Required Hours/Electives – 20-21 SHC

Select **20-21** additional semester hours of college transfer general education, elective, and/or premajor courses from those listed *above* or *below*.

	ACA 122	College Transfer Success	1
	ACC 120	Princ of Financial Accounting	4
*	ACC 121	Princ of Managerial Accounting	4
	ART 283	Ceramics I	3
	BIO 163	Basic Anatomy & Physiology	5
	BIO 165	Anatomy & Physiology I	4
*	BIO 166	Anatomy & Physiology II	4
*	BIO 275	Microbiology	4
	BUS 110	Introduction to Business	3
	BUS 115	Business Law I	3
	CJC 111	Intro to Criminal Justice	3
	CJC 121	Law Enforcement Operations	3
+	COM 110	Intro to Communication	3
+	COM 231	Public Speaking	3
	EDU 216	Foundations of Education	4
*	FRE 181	French Lab I	1
*	FRE 182	French Lab 2	1
*	FRE 281	French Lab 3	1
*	FRE 282	French Lab 4	1
	HEA 110	Personal Health/Wellness	3
	HIS 231	Recent American History	3
	HIS 236	NC History	3
*	MAT 140A	Survey of Math Lab	1
*	MAT 161A	College Algebra Lab	1
*	MAT 175A	Precalculus Lab	1
	PED 110	Fit & Well for Life	2
	PED 111	Physical Fitness I	1
	PED 113	Aerobics I	1
	PED 117	Weight Training I	1
	PED 121	Walk, Jog, Run	1
	PED 122	Yoga I	1
*	PED 123	Yoga II	1
	PED 125	Self-Defense, Beginning	1
	PED 128	Golf, Beginning	1
	PED 130	Tennis, Beginning	1
	PED 143	Volleyball, Beginning	1
	PED 145	Basketball, Beginning	1
	PED 184	Square Dancing I	1
	PED 186	Dancing for Fitness	1
	PED 187	Social Dancing, Beginning	1
	PED 189	Clogging	1
	POL 130	State & Local Government	3

Notes:

+1. Three SHC in Communication (COM) may be substituted for 3 SHC in Humanities/Fine Arts. Communication may *not* substitute for the literature requirement.

2. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

3. All degree graduates of Montgomery Community College must demonstrate competency in the basic use of computers. To satisfy this requirement, students may utilize one of the following three options:
   - Provide evidence of computer courses taken in high school or at another college;
   - Take a computer course at MCC; or
   - Take the MCC Computer Competency Test.

Total Semester Hours Required for Associate in Arts (AA) Degree: 64-65

Curriculum Programs of Study

ASSOCIATE IN ARTS
ELEMENTARY EDUCATION PRE-MAJOR
Day or Evening Program – Associate Degree

General Education Core = 44 semester hours credit (SHC)
An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

English Composition – 6 SHC
Required:

*ENG 111	Expository Writing	3

Select one of the following:

*ENG 112	Argument-Based Research	3
*ENG 113	Literature-Based Research	3

Humanities/Fine Arts – 12 SHC
Select one literature course – 3 SHC

*ENG 131	Intro to Literature	3
*ENG 232	American Literature II	3
*ENG 231	American Literature I	3

The following course is required – 3 SHC

COM 231	Public Speaking	3

One of the following courses is required – 3 SHC

ART 111	Art Appreciation	3
MUS 110	Music Appreciation	3

Select one of the following courses – 3 SHC
English

*ENG 261	World Literature I	3
*ENG 262	World Literature II	3

Foreign Languages

CHI 111	Elementary Chinese I	3
*CHI 112	Elementary Chinese II	3
*CHI 211	Intermediate Chinese I	3
*CHI 212	Intermediate Chinese II	3
*FRE 111	Elementary French I	3
*FRE 112	Elementary French II	3
*FRE 211	Intermediate French I	3
*FRE 212	Intermediate French II	3
JPN 111	Elementary Japanese I	3
*JPN 112	Elementary Japanese II	3
*JPN 211	Intermediate Japanese I	3
*JPN 212	Intermediate Japanese II	3
SPA 111	Elementary Spanish I	3
*SPA 112	Elementary Spanish II	3
*SPA 211	Intermediate Spanish I	3
*SPA 212	Intermediate Spanish II	3

Humanities

HUM 120	Cultural Studies	3
HUM 150	Am Women's Studies	3
HUM 160	Intro to Film	3

Philosophy

*PHI 210	History of Philosophy	3
*PHI 215	Philosophical Issues	3
*PHI 240	Intro to Ethics	3

Religion

REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3

Social/Behavioral Sciences – 12 SHC
Select one history course – 3 SHC required

HIS 121	Western Civilization I	3
HIS 111	World Civilizations I	3
HIS 122	Western Civilization II	3
HIS 112	World Civilizations II	3

Curriculum Programs of Study

The following courses are required – 6 SHC

PSY 150	General Psychology	3
SOC 210	Intro to Sociology	3

Select one of the following – 3 SHC required

Anthropology

ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3

Economics

ECO 251	Principles of Microecon	3
ECO 252	Principles of Macroecon	3

History

HIS 131	American History I	3
HIS 132	American History II	3

Political Science

POL 120	American Government	3

Psychology

*PSY 241	Dev Psychology	3
*PSY 281	Abnormal Psychology	3

Sociology

SOC 213	Sociology of the Family	3

Natural Sciences/Mathematics – 14 SHC

Natural Sciences – 8 SHC

The following course is required – 4 SHC

BIO 111	General Biology I	4

Select one of the following – 4 SHC required

*CHM 151	General Chemistry I	4
PHY 110/110A	Conceptual Physics/Lab	4
*PHY 151	College Physics I	4

Mathematics – 6 SHC

Select two of the following courses – 6 SHC required

CIS 110	Intro to Computers	3
*MAT 161	College Algebra	3
*MAT 140	Survey of Math	3
*MAT 171	Precalculus Algebra	3

Other Required Hours/Electives – 20-21 SHC

Select 20-21 **additional semester hours of college transfer general education, elective, and/or premajor courses from those listed *above* or *below*.**

	ART 283	Ceramics I	3	* CHM 152	General Chemistry II	4
*	BIO 112	General Biology II	4	* CIS 115	Intro. to Prog. & Logic	3
	BIO 140/A	Environmental Biology	4	EDU 216	Foundations of Education	4
	BIO 163	Basic Anatomy & Physio	5	* FRE 181	French Lab I	1
	BIO 165	Anatomy & Physiology I	4	* FRE 182	French Lab 2	1
*	BIO 166	Anatomy & Physiology II	4	* FRE 281	French Lab 3	1
	BIO 275	Microbiology	4	* FRE 282	French Lab 4	1
	CHM 132	Organic & Biochemistry	4	* PHY 152	College Physics II	4

Notes:

1. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.
2. All degree graduates of Montgomery Community College must demonstrate competency in the basic use of computers. To satisfy this requirement, students may utilize one of the following three options:
   - Provide evidence of computer courses taken in high school or at another college;
   - Take a computer course at MCC; or
   - Take the MCC Computer Competency Test.

Total Semester Hours Required for Associate in Arts (AA) Elementary Education Pre-Major Degree: 64-65

ASSOCIATE IN GENERAL EDUCATION (A10300)
Associate Degree

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

ASSOCIATE IN GENERAL EDUCATION

Day or Evening Program - Associate Degree

General Education Core – 15 SHC total

Note: Courses may have prerequisites or corequisites; see your advisor for more information.

English Composition – 6 SHC

Humanities/Fine Arts – 3 SHC
Students may select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences – 3 SHC
Students may select courses from the following discipline areas: economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics – 3 SHC
Natural Sciences
Students may select courses from the following discipline areas: biology or chemistry.
or
Mathematics
Students may select courses from the following discipline areas: calculus, college algebra, computer science, statistics, and trigonometry.

Other Required Hours/Electives – 49-50 SHC
Other required hours include additional general education and professional courses. A maximum of 7 semester hour credits in health, physical education, college orientation, and/or study skills may be included as other required hours. Students may select courses from the Course Descriptions in the 2009-2011 College Catalog.

Note: All degree graduates of Montgomery Community College must demonstrate competency in the basic use of computers. To satisfy this requirement, students may utilize one of the following three options:

1. Provide evidence of computer courses taken in high school or at another college;
2. Take a computer course at MCC; or
3. Take the MCC Computer Competency Test.

Total Semester Hours Required for Associate in General Education (AGE) Degree: 64/65

AUTOBODY REPAIR
(D60100)
Diploma/Certificate

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Note: The Autobody Repair Evening Certificate Program is offered based on student demand.

Curriculum Programs of Study

AUTOBODY REPAIR

Day Program - Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester							
+	AUB	111	Painting & Refinishing I		2	6	4
+	AUB	121	Non-Structural Damage I		1	4	3
+	AUB	131	Structural Damage I		2	4	4
+	AUB	134	Autobody MIG Welding		1	4	3
	CIS	111	Basic PC Literacy		1	2	2
	ENG	101	Applied Communications I	P/C	3	0	3
			Total		**10**	**20**	**19**
Spring Semester							
	AUB	112	Painting & Refinishing II	P/C	2	6	4
	AUB	122	Non-Structural Damage II		2	6	4
	AUB	136	Plastics & Adhesives		1	4	3
	BUS	230	Small Business Management ***or***		3	0	3
	BUS	280	REAL Small Business		4	0	4
	MAT	101	Applied Mathematics I	P/C	2	2	3
			Total		**14**	**18**	**21**
Summer Session							
	AUB	114	Special Finishes	P/C	1	2	2
	AUB	132	Structural Damage II	P/C	2	6	4
			Total		**3**	**8**	**6**

Total Semester Hours Required for Autobody Repair Diploma: 42/43
+Total Semester Hours Required for Autobody Repair Certificate: 14

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

AUTOBODY REPAIR
Evening Program - Certificate

Note: The Autobody Repair evening certificate program is offered based on student demand.

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester							
+	AUB	121	Non-Structural Damage I		1	4	3
+	AUB	134	Autobody MIG Welding		1	4	3
			Total		**2**	**8**	**6**
Spring Semester							
+	AUB	111	Painting & Refinishing I		2	6	4
			Total		**2**	**6**	**4**
Summer Session							
+	AUB	131	Structural Damage I		2	4	4
			Total		**2**	**4**	**4**

+ Total Semester Hours Required for Autobody Repair Certificate: 14

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

BASIC LAW ENFORCEMENT TRAINING (C55120) Certificate

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

BASIC LAW ENFORCEMENT TRAINING
Evening Program - Certificate

		Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
CJC 100	Basic Law Enforcement Training	9	30	0	19
	Total	**9**	**30**	**0**	**19**

Note: Subject to change based on NC Criminal Justice Education & Training Standards Commission.

Total Semester Hours Required for Basic Law Enforcement Training Certificate: 19

BUSINESS ADMINISTRATION
(A25120)
A.A.S. Degree/Diploma/Certificate

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Curriculum Programs of Study

BUSINESS ADMINISTRATION

Day Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
*	ACA	111	College Student Success		1	0	1
+*	ACC	120	Principles of Financial Accounting		3	2	4
+*	BUS	110	Introduction to Business		3	0	3
+*	CIS	111	Basic PC Literacy		1	2	2
*	ENG	111	Expository Writing	P/C	3	0	3
*	OST	131	Keyboarding		1	2	2
			Total		**12**	**6**	**15**
Spring Semester (First Year)							
	ACC	121	Principles of Managerial Acct	P/C	3	2	4
+*	BUS	115	Business Law I		3	0	3
+*	BUS	121	Business Math		2	2	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
*	OST	136	Word Processing		2	2	3
			Total		**13**	**6**	**16**
Summer Session (First Year)							
*	BUS	153	Human Resource Management		3	0	3
	ISC	131	Quality Management		3	0	3
			Total		**6**	**0**	**6**
Fall Semester (Second Year)							
*	BUS	137	Principles of Management		3	0	3
	CTS	125	Presentation Graphics	P/C	2	2	3
*	ECO	251	Principles of Microeconomics ***or***		3	0	3
*	ECO	252	Principles of Macroeconomics		3	0	3
*	MAT	140	Survey of Mathematics	P/C	3	0	3
*	MKT	120	Principles of Marketing		3	0	3
	Social/Behavioral Science Elective				3	0	3
			Total		**17**	**2**	**18**
Spring Semester (Second Year)							
	BUS	225	Business Finance ***or***	P/C	2	2	3
	BUS	280	REAL Small Business		4	0	4
	BUS	260	Business Communication	P/C	3	0	3
	CTS	130	Spreadsheet	P/C	2	2	3
	OST	286	Professional Development		3	0	3
	Humanities/Fine Arts Elective				3	0	3
			Total		**13/15**	**0/2**	**15/16**

Total Semester Hours Required for Business Administration A.A.S. Degree: 70/71
***Total Semester Hours Required for Business Administration Diploma: 39**
+Total Semester Hours Required for Business Administration Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

BUSINESS ADMINISTRATION

Evening Program – A.A.S. Degree/Diploma/Certificate

Note: First- and second-year courses offered each year; third-year courses offered on a rotating basis.

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
*	ACA	111	College Student Success			1	0	1
+*	BUS	110	Introduction to Business			3	0	3
+*	CIS	111	Basic PC Literacy			1	2	2
*	ENG	111	Expository Writing		P/C	3	0	3
*	OST	131	Keyboarding			1	2	2
			Total			**9**	**4**	**11**
Spring Semester (First Year)								
+*	BUS	115	Business Law I			3	0	3
+*	BUS	121	Business Math			2	2	3
	ENG	114	Professional Research & Reporting		P/C	3	0	3
*	OST	136	Word Processing			2	2	3
			Total			**10**	**4**	**12**
Fall Semester (Second Year)								
+*	ACC	120	Principles of Financial Accounting			3	2	4
	CTS	125	Presentation Graphics		P/C	2	2	3
*	ECO	251	Principles of Microeconomics ***or***			3	0	3
*	ECO	252	Principles of Macroeconomics			3	0	3
*	MAT	140	Survey of Mathematics		P/C	3	0	3
			Total			**11**	**4**	**13**
Spring Semester (Second Year)								
	ACC	121	Principles of Managerial Acct		P/C	3	2	4
*	BUS	153	Human Resource Management			3	0	3
	BUS	225	Business Finance ***or***		P/C	2	2	3
	BUS	280	REAL Small Business			4	0	4
	CTS	130	Spreadsheet		P/C	2	2	3
			Total			**10/12**	**4/6**	**13/14**
Fall Semester (Third Year)								
*	BUS	137	Principles of Management			3	0	3
	ISC	131	Quality Management			3	0	3
*	MKT	120	Principles of Marketing			3	0	3
	Social/Behavioral Science Elective					3	0	3
			Total			**12**	**0**	**12**
Spring Semester (Third Year)								
	BUS	260	Business Communication		P/C	3	0	3
	OST	286	Professional Development			3	0	3
	Humanities/Fine Arts Elective					3	0	3
			Total			**9**	**0**	**9**

Total Semester Hours Required for Business Administration A.A.S. Degree: 70/71

***Total Semester Hours Required for Business Administration Diploma: 39**

+Total Semester Hours Required for Business Administration Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

BUSINESS ADMINISTRATION: SHOOTING AND HUNTING SPORTS MANAGEMENT (A2512J) A.A.S. Degree/Certificate

Shooting and Hunting Sports Management is a concentration under the title of Business Administration. This curriculum is designed to prepare students for a career in shooting and hunting sports retail businesses.

Course work includes business concepts such as basic gunsmithing, buying and merchandising, advertising and sales promotion, introduction to shooting sports, gun shop management and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private shooting sports businesses, and shooting sports equipment manufacturing.

Curriculum Programs of Study

BUSINESS ADMINISTRATION: SHOOTING AND HUNTING SPORTS MANAGEMENT

Day Program – A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	111	College Student Success		1	0	1
	ACC	120	Principles of Financial Accounting		3	2	4
	BUS	110	Introduction to Business		3	0	3
	CIS	111	Basic PC Literacy		1	2	2
	ENG	111	Expository Writing	P/C	3	0	3
	MKT	120	Principles of Marketing		3	0	3
			Total		**14**	**4**	**16**
Spring Semester (First Year)							
	BUS	115	Business Law I		3	0	3
	BUS	121	Business Math		2	2	3
	BUS	280	REAL Small Business		4	0	4
	CTS	130	Spreadsheet	P/C	2	2	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
			Total		**14**	**4**	**16**
Summer Session (First Year)							
	MKT	125	Buying and Merchandising		3	0	3
	Humanities/Fine Arts Elective				3	0	3
	Social/Behavioral Science Elective				3	0	3
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	BUS	137	Principles of Management		3	0	3
	MKT	220	Advertising and Sales Promotion		3	0	3
	ECO	251	Principles of Microeconomics ***or***		3	0	3
	ECO	252	Principles of Macroeconomics		3	0	3
	MAT	140	Survey of Mathematics	P/C	3	0	3
+	SSM	111	Gun Shop Management		3	0	3
			Total		**15**	**0**	**15**
Spring Semester (Second Year)							
+	SSM	110	Introduction to Shooting Sports		3	3	4
+	SSM	112	Sports Hunting		3	0	3
+	SSM	114	Shooting Sports Management		3	6	5
	OST	286	Professional Development		3	0	3
			Total		**12**	**9**	**15**

Total Semester Hours Required for Business Administration: Shooting and Hunting Sports Management A.A.S. Degree: **71**

Total Semester Hours Required for Shooting and Hunting Sports Certificate: **15**

Special Note: P/C indicates Prerequisite or Corequisite course required; see Course Descriptions in College Catalog for specific course information.

COMPUTER INFORMATION TECHNOLOGY (A25260) A.A.S. Degree/Diploma/Certificate

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Curriculum Programs of Study

COMPUTER INFORMATION TECHNOLOGY

Day Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
+*	ACA	111	College Student Success		1	0	1
	ACC	120	Principles of Financial Accounting		3	2	4
*	BUS	110	Introduction to Business		3	0	3
+*	CIS	110	Introduction to Computers		2	2	3
*	NET	125	Networking Basics		1	4	3
+*	OST	131	Keyboarding ***or***		1	2	2
			Certificate Elective A				
			Total		**11**	**10**	**16**
Spring Semester (First Year)							
	CIS	115	Intro to Programming & Logic	P/C	2	3	3
+*	CTS	120	Hardware/Software Support	P/C	2	3	3
+*	CTS	130	Spreadsheet ***or***	P/C	2	2	3
			Certificate Elective B				
+*	NOS	110	Operating System Concepts		2	3	3
	SEC	110	Security Concepts		3	0	3
			Total		**11**	**11**	**15**
Summer Session (First Year)							
*	ENG	111	Expository Writing	P/C	3	0	3
*	MAT	140	Survey of Mathematics	P/C	3	0	3
	Social/Behavioral Science Elective				3	0	3
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
*	CTS	155	Tech Support Functions		2	2	3
	CTS	285	Systems Analysis & Design	P/C	3	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
*	NOS	130	Windows Single User	P/C	2	2	3
	CTS	217	Computer Train/Support	P/C	2	2	3
			Total		**12**	**6**	**15**
Spring Semester (Second Year)							
	CTS	250	User Support & Software Evaluation	P/C	2	2	3
	CTS	289	System Support Project	P/C	1	4	3
*	DBA	110	Database Concepts		2	3	3
	NOS	230	Windows Administration I	P/C	2	2	3
*	WEB	140	Web Development Tools ***or***		2	2	3
			Certificate Elective C				
	Humanities/Fine Arts Elective				3	0	3
			Total		**12**	**13**	**18**

Total Semester Hours Required for Computer Information Technology A.A.S. Degree: 73
***Total Semester Hours Required for Computer Information Technology Diploma: 39**
+Total Semester Hours Required for Computer Information Technology Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

COMPUTER INFORMATION TECHNOLOGY

Evening Program – Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
+*	ACA	111	College Student Success		1	0	1
*	BUS	110	Introduction to Business		3	0	3
+*	CIS	110	Introduction to Computers		2	2	3
*	NET	125	Networking Basics		1	4	3
+*	OST	131	Keyboarding ***or***		1	2	2
			Certificate Elective A				
			Total		**8**	**8**	**12**
Spring Semester (First Year)							
+*	CTS	120	Hardware/Software Support	P/C	2	3	3
*	DBA	110	Database Concepts		2	3	3
+*	NOS	110	Operating System Concepts		2	3	3
			Total		**6**	**9**	**9**
Fall Semester (Second Year)							
*	CTS	155	Tech Support Functions		2	2	3
*	ENG	111	Expository Writing	P/C	3	0	3
*	NOS	130	Windows Single User	P/C	2	2	3
			Total		**7**	**4**	**9**
Spring Semester (Second Year)							
+*	CTS	130	Spreadsheet ***or***	P/C	2	2	3
	Certificate Elective B						
*	MAT	140	Survey of Mathematics	P/C	3	0	3
*	WEB	140	Web Development Tools ***or***		2	2	3
			Certificate Elective C				
			Total		**7**	**4**	**9**

***Total Semester Hours Required for Computer Information Technology Diploma: 39**
+Total Semester Hours Required for Computer Information Technology Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE

			Special Note	Class Hours	Lab Hours	Credit Hours
Certificate Required Course:						
CIS	110	Introduction to Computers		2	2	3
Certificate Elective A:						
GIS	111	Introduction to GIS		2	2	3
Certificate Elective B:						
GIS	121	Georeferencing & Mapping		2	2	3
Certificate Elective C:						
GIS	215	GIS Data Models		2	2	3

Total Semester Hours Required for Geographic Information Systems Certificate: 12

CRIMINAL JUSTICE TECHNOLOGY
(A55180)
A.A.S. Degree/Certificate

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

To obtain employment as law enforcement officers, students must successfully complete Basic Law Enforcement Training.

Curriculum Programs of Study

CRIMINAL JUSTICE TECHNOLOGY

Day Program – A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	111	College Student Success		1	0	1
+	CJC	111	Intro to Criminal Justice		3	0	3
	CJC	112	Criminology		3	0	3
	CJC	221	Investigative Principles		3	2	4
	ENG	111	Expository Writing	P/C	3	0	3
			Total		**13**	**2**	**14**
Spring Semester (First Year)							
+	CJC	120	Interviews/Interrogations		1	2	2
	CJC	121	Law Enforcement Operations		3	0	3
	CJC	131	Criminal Law		3	0	3
	CJC	132	Court Procedure & Evidence		3	0	3
	ENG	112	Argument-Based Research ***or***	P/C	3	0	3
	ENG	113	Literature-Based Research ***or***	P/C	3	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
			Total		**13**	**2**	**14**
Summer Session							
+	CJC	212	Ethics & Community Relations		3	0	3
	CJC	232	Civil Liability		3	0	3
	SPA	120	Spanish for the Workplace		3	0	3
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	CIS	111	Basic PC Literacy ***or*** Certificate Elective A		1	2	2
	CJC	225	Crisis Intervention ***or*** Certificate Elective B		3	0	3
+	CJC	231	Constitutional Law		3	0	3
+	CJC	241	Community-Based Corrections		3	0	3
	MAT	140	Survey of Mathematics	P/C	3	0	3
			Total		**13**	**2**	**14**
Spring Semester (Second Year)							
	CJC	113	Juvenile Justice		3	0	3
	CJC	160	Terrorism: Underlying Issues ***or*** Certificate Elective C		3	0	3
	CJC	214	Victimology ***or*** Certificate Elective D		3	0	3
	Humanities/Fine Arts Elective				3	0	3
	Social/Behavioral Science Elective				3	0	3
			Total		**15**	**2**	**16**

Total Semester Hours Required for Criminal Justice Technology A.A.S. Degree: 66

+Total Semester Hours Required for Certificate in Corrections: 14

Special Note: P/C indicates Prerequisite or Corequisite course required; see Course Descriptions in College Catalog for specific course information.

COMPUTER FORENSICS CERTIFICATE

			Special Note	Class Hours	Lab Hours	Credit Hours
Certificate Elective A:						
CIS	110	Introduction to Computers		2	2	3
Certificate Elective B:						
CET	150	Computer Forensics I		2	3	3
Certificate Elective C:						
CCT	121	Computer Crime Investigation		3	2	4
Certificate Elective D:						
CCT	231	Technology Crimes & Law		3	0	3

Total Semester Hours Required for Computer Forensics Certificate: 13

DENTAL ASSISTING
(D45240)
Diploma

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The program in dental assisting is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Curriculum Programs of Study

DENTAL ASSISTING
Day Program - Diploma

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester							
BIO	106	Intro to Anatomy/Physiology/Micro		2	2	0	3
DEN	100	Basic Orofacial Anatomy		2	0	0	2
DEN	101	Preclinical Procedures		4	6	0	7
DEN	102	Dental Materials		3	4	0	5
DEN	111	Infection/Hazard Control		2	0	0	2
		Total		**13**	**12**	**0**	**19**
Spring Semester							
CIS	111	Basic PC Literacy		1	2	0	2
DEN	103	Dental Sciences		2	0	0	2
DEN	104	Dental Health Education		2	2	0	3
DEN	106	Clinical Practicum I	P/C	1	0	12	5
DEN	112	Dental Radiology		2	3	0	3
ENG	111	Expository Writing	P/C	3	0	0	3
		Total		**11**	**7**	**12**	**18**
Summer Session							
DEN	105	Practice Management		2	0	0	2
DEN	107	Clinical Practicum II	P/C	1	0	12	5
PSY	150	General Psychology		3	0	0	3
		Total		**6**	**0**	**12**	**10**

Total Semester Hours Required for Dental Assisting Diploma: 47

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

EARLY CHILDHOOD EDUCATION
(A55220)
A.A.S. Degree/Diploma/Certificate

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

Curriculum Programs of Study

EARLY CHILDHOOD EDUCATION

Day Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
*	CIS	111	Basic PC Literacy		1	2	2
+ *	EDU	119	Early Childhood Education		4	0	4
+ *	EDU	144	Child Development I	P/C	3	0	3
+ *	EDU	146	Child Guidance	P/C	3	0	3
*	ENG	111	Expository Writing	P/C	3	0	3
			Total		**14**	**2**	**15**
Spring Semester (First Year)							
+ *	EDU	145	Child Development II	P/C	3	0	3
+ *	EDU	151	Creative Activities	P/C	3	0	3
*	EDU	153	Health, Safety, & Nutrition	P/C	3	0	3
*	EDU	280	Language & Literacy Experiences	P/C	3	0	3
*	Social/Behavioral Science Elective				3	0	3
			Total		**15**	**0**	**15**
Summer Session (First Year)							
	EDU	163	Classroom Mgmt. & Instruction	P/C	3	0	3
*	EDU	131	Child, Family, & Community	P/C	3	0	3
*	EDU	221	Children with Exceptionalities	P/C	3	0	3
	EDU	271	Educational Technology	P/C	2	2	3
			Total		**11**	**2**	**12**
Fall Semester (Second Year)							
	EDU	157	Active Play	P/C	2	2	3
	EDU	251	Exploration Activities	P/C	3	0	3
	EDU	261	Early Childhood Administration I ***or***	P/C	3	0	3
	EDU	275	Effective Teacher Training	P/C	2	0	2
	ENG	112	Argument-Based Research ***or***	P/C	3	0	3
	ENG	113	Literature-Based Research ***or***	P/C	3	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
	MAT	140	Survey of Mathematics	P/C	3	0	3
			Total		**13/14**	**2**	**14/15**
Spring Semester (Second Year)							
	EDU	262	Early Childhood Administration II ***or***	P/C	3	0	3
	EDU	----	Elective (EDU 118, EDU 234)	P/C	3	0	3
	EDU	282	Early Childhood Literature	P/C	3	0	3
	EDU	284	Early Childhood Capstone Practicum	P/C	1	9	4
	Humanities/Fine Arts Elective				3	0	3
			Total		**10**	**9**	**13**

Total Semester Hours Required for Early Childhood Education A.A.S. Degree: 69/70
***Total Semester Hours Required for Early Childhood Diploma: 36**
+Total Semester Hours Required for Early Childhood Instructional Certificate: 16

Electives offered upon demand: EDU 118, EDU 234

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Curriculum Programs of Study

EARLY CHILDHOOD EDUCATION

Evening/Weekend Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
+ *	EDU	119	Early Childhood Education		4	0	4
+ *	EDU	144	Child Development I	P/C	3	0	3
+ *	EDU	146	Child Guidance	P/C	3	0	3
			Total		**10**	**0**	**10**
Spring Semester (First Year)							
*	CIS	111	Basic PC Literacy		1	2	2
+ *	EDU	145	Child Development II	P/C	3	0	3
+ *	EDU	151	Creative Activities	P/C	3	0	3
			Total		**7**	**2**	**8**
Summer Session (First Year)							
	EDU	163	Classroom Mgmt. & Instruction	P/C	3	0	3
			Total		**3**	**0**	**3**
Fall Semester (Second Year)							
*	EDU	153	Health, Safety, & Nutrition	P/C	3	0	3
*	ENG	111	Expository Writing	P/C	3	0	3
*	Social/Behavioral Science Elective				3	0	3
			Total		**9**	**0**	**9**
Spring Semester (Second Year)							
*	EDU	131	Child, Family, & Community	P/C	3	0	3
*	EDU	221	Children with Exceptionalities	P/C	3	0	3
*	EDU	280	Language & Literacy Experiences	P/C	3	0	3
			Total		**9**	**0**	**9**
Fall Semester (Third Year)							
	EDU	157	Active Play	P/C	2	2	3
	EDU	261	Early Childhood Admin I ***or***	P/C	3	0	3
	EDU	275	Effective Teacher Training	P/C	2	0	2
	MAT	140	Survey of Mathematics	P/C	3	0	3
			Total		**7/8**	**2**	**8/9**
Spring Semester (Third Year)							
	EDU	251	Exploration Activities	P/C	3	0	3
	EDU	262	Early Childhood Admin II ***or***	P/C	3	0	3
	EDU	----	Elective (EDU 118, EDU 234)	P/C	3	0	3
	ENG	112	Argument-Based Research ***or***	P/C	3	0	3
	ENG	113	Literature-Based Research ***or***	P/C	3	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
			Total		**9**	**0**	**9**

Curriculum Programs of Study

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (Fourth Year)						
EDU	271	Educational Technology	P/C	2	2	3
Humanities/Fine Arts Elective				3	0	3
		Total		**5**	**2**	**6**
Spring Semester (Fourth Year)						
EDU	282	Early Childhood Literature	P/C	3	0	3
EDU	284	Early Childhood Capstone Practicum	P/C	1	9	4
		Total		**4**	**9**	**7**

Total Semester Hours Required for Early Childhood Associate A.A.S. Degree:	**69/70**
***Total Semester Hours Required for Early Childhood Diploma:**	**36**
+Total Semester Hours Required for Early Childhood Instructional Certificate:	**16**

Electives offered upon demand: EDU 118, EDU 234

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ELECTRICAL & ELECTRONICS TECHNOLOGY (A35220)
A.A.S. Degree/Diploma/Certificate

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronics system found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

ELECTRICAL & ELECTRONICS TECHNOLOGY

Day Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
*	CIS	111	Basic PC Literacy		1	2	2
+ *	ELC	126	Electrical Computations		2	2	3
+ *	ELC	138	DC Circuit Analysis		2	3	3
*	ENG	111	Expository Writing	P/C	3	0	3
+ *	ISC	110	Workplace Safety		1	0	1
	Social/Behavioral Science Elective				3	0	3
			Total		**12**	**10**	**15**
Spring Semester (First Year)							
+ *	ELC	113	Basic Wiring I		2	6	4
+ *	ELC	117	Motors & Controls		2	6	4
+ *	ELC	139	AC Circuit Analysis	P/C	2	3	3
*	ELN	137	Electr Devices & Circuits		4	3	5
*	MAT	121	Algebra/Trigonometry I	P/C	2	2	3
			Total		**12**	**20**	**19**
Summer Session (First Year)							
*	ELC	119	NEC Calculations		1	2	2
*	ELC	128	Intro to PLC		2	3	3
			Total		**3**	**5**	**5**
Fall Semester (Second Year)							
*	ELC	115	Industrial Wiring		2	6	4
*	ELN	132	Linear IC Applications		3	3	4
*	ELN	133	Digital Electronics		3	3	4
	ELN	260	Programmable Logic Controllers		3	3	4
			Total		**11**	**15**	**16**
Spring Semester (Second Year)							
	ELC	229	Applications Project		1	3	2
	ELN	229	Industrial Electronics		3	3	4
	ELN	275	Troubleshooting		1	3	2
	ENG	112	Argument-Based Research ***or***	P/C	3	0	3
	ENG	113	Literature-Based Research ***or***	P/C	3	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
	PCI	264	Process Control with PLCs		3	3	4
	Humanities/Fine Arts Elective				3	0	3
			Total		**14**	**12**	**18**

Total Semester Hours Required for Electrical & Electronics Technology A.A.S. Degree: 73
***Total Semester Hours Required for Electrical & Electronics Technology Diploma: 48**
+Total Semester Hours Required for Electrical & Electronics Technology Certificate: 18

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

ELECTRICAL & ELECTRONICS TECHNOLOGY

Evening Program - Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
+	ELC	113	Basic Wiring I		2	6	4
+	ELC	126	Electrical Computations		2	2	3
+	ELC	138	DC Circuit Analysis		2	3	3
			Total		**6**	**11**	**10**
Spring Semester (First Year)							
+	ELC	117	Motors & Controls		2	6	4
+	ELC	139	AC Circuit Analysis	P/C	1	3	3
+	ISC	110	Workplace Safety		1	0	1
			Total		**5**	**9**	**8**

+ Total Semester Hours Required for Electrical & Electronics Technology Certificate: 18

Courses for the diploma and A.A.S. degree levels in Electrical & Electronics Technology may be offered during evening hours based on sufficient student demand.

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

FOREST MANAGEMENT TECHNOLOGY
(A15200)
A.A.S. Degree

The Forest Management Technology curriculum is designed to help students acquire technical knowledge, understanding, and abilities in developing, conserving, and utilizing forest resources.

Students develop knowledge and skills in the principles and practices of forest resource management. Students will spend much of their time in field training situations where emphasis is placed on the practical application of this knowledge and skill.

Graduates should be qualified for entry into positions as forest technicians with federal, state, and private forestry enterprises. Graduates will have competence in forest protection, forest management, and forest procurement and in performing various technical tasks related to forestry.

Curriculum Programs of Study

FOREST MANAGEMENT TECHNOLOGY

Day Program – A.A.S. Degree

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester (First Year)							
CIS	111	Basic PC Literacy		1	2	0	2
ENG	111	Expository Writing	P/C	3	0	0	3
FOR	121	Dendrology		2	6	0	4
FOR	131	Forest Measurements		2	3	0	3
FOR	171	Intro to Forest Resources		3	0	0	3
		Total		**11**	**11**	**0**	**15**
Spring Semester (First Year)							
ENG	112	Argument-Based Research *or*	P/C	3	0	0	3
ENG	113	Literature-Based Research *or*	P/C	3	0	0	3
ENG	114	Prof Research & Reporting	P/C	3	0	0	3
FOR	123	Forest Botany		2	3	0	3
FOR	215	Intro to GIS/GPS		1	4	0	3
FOR	232	Forest Mensuration	P/C	2	6	0	4
MAT	120	Geometry & Trigonometry	P/C	2	2	0	3
		Total		**10**	**15**	**0**	**16**
Summer Session (offered each Summer Session)							
COE	111	Co-Op Work Experience I		0	0	10	1
FOR	173	Soils & Hydrology		2	3	0	3
		Total		**2**	**3**	**10**	**4**
Fall Semester (Second Year)							
FOR	212	Forest Survey & Aerial Interpretation		2	3	0	3
FOR	225	Silvics & Silviculture		3	3	0	4
FOR	240	Forest Protection		2	3	0	3
FOR	285	Logging & Marketing		2	3	0	3
Social/Behavioral Science Elective				3	0	0	3
		Total		**12**	**12**	**0**	**16**
Spring Semester (Second Year)							
FOR	172	Intro to Timber Harvest		2	3	0	3
FOR	175	Wildlife/Environ Studies		2	3	0	3
FOR	245	Forest Pesticides		2	3	0	3
FOR	271	Forest Management	P/C	2	3	0	3
FOR	282	Forest Recreation		2	3	0	3
Humanities/Fine Arts Elective				3	0	0	3
		Total		**13**	**15**	**0**	**18**

Total Semester Hours Required for Forest Management Technology A.A.S. Degree: 69

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

GUNSMITHING
(A30200)
A.A.S. Degree/Diploma/Certificate

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Graduates should qualify as professional gunsmiths, able to complete any task in general gunsmithing.

Curriculum Programs of Study

GUNSMITHING

Day Program - A.A.S. Degree/Diploma/Certificates

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
*	ENG 111	Expository Writing	P/C	3	0	3
*	GSM 111	Gunsmithing I		2	12	6
*	GSM 120	Gunsmithing Tools		2	12	6
		Total		**7**	**24**	**15**
Spring Semester (First Year)						
	ENG 12	Argument-Based Research ***or***	P/C	3	0	3
	ENG 113	Literature-Based Research ***or***	P/C	3	0	3
	ENG 114	Professional Research & Reporting	P/C	3	0	3
	GSM 123	Basic Stockmaking		2	12	6
*	GSM 125	Barrel Fitting/Alteration		3	9	6
*	MAT 120	Geometry & Trigonometry	P/C	2	2	3
		Total		**10**	**23**	**18**
Summer Session (First Year)						
*	GSM 127	General Repair		3	9	6
	Total			**3**	**9**	**6**
Fall Semester (Second Year)						
	CIS 111	Basic PC Literacy		1	2	2
	GSM 223	Rifle Stockmaking		2	12	6
	GSM 230	Handgun Technology		2	9	5
	Social/Behavioral Science Elective			3	0	3
		Total		**8**	**23**	**16**
Spring Semester (Second Year)						
	GSM 227	Advanced Repair Technology		2	12	6
*	GSM 235	Current Gunsmithing Techniques		2	12	6
	Humanities/Fine Arts Elective			3	0	3
		Total		**7**	**24**	**15**
Summer Session (Second Year)						
*	GSM 225	Gunmetal Refinishing		2	12	6
		Total		**2**	**12**	**6**

Notes: ENG 101 may be substituted for ENG 111 upon request for *Gunsmithing diploma* students only.
MAT 101 may be substituted for MAT 120 upon request for *Gunsmithing diploma* students only.

Total Semester Hours Required for Gunsmithing A.A.S. Degree: 76
***Total Semester Hours Required for Gunsmithing Diploma:** 42
Total Semester Hours Required for Gunsmithing Certificates: 12-18

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

GUNSMITHING

Day Program - Certificate Options

			Special Note	Class Hours	Lab Hours	Credit Hours
Basic Gunsmithing Certificate						
	GSM 111	Gunsmithing I		2	12	6
	GSM 125	Barrel Fitting/Alterations		3	9	6
	GSM 127	General Repair		3	9	6
		Total		**8**	**30**	**18**
Gunsmithing Design and Repair Certificate						
	GSM 223	Rifle Stockmaking		2	12	6
	GSM 227	Advanced Repair Technology		2	12	6
	GSM 230	Handgun Technology		2	9	5
		Total		**6**	**33**	**17**
Gunsmithing Technology Certificate						
	GSM 120	Gunsmithing Tools		2	12	6
	GSM 123	Basic Stockmaking		2	12	6
		Total		**4**	**24**	**12**
Gunsmithing Refinishing Certificate						
	GSM 225	Gunmetal Refinishing		2	12	6
	GSM 235	Current Gunsmithing Technology		2	12	6
		Total		**4**	**24**	**12**
Weekend Gunsmithing Program						
Fall	GSM 111	Gunsmithing I		2	12	6
Spring	GSM 125	Barrel Fitting/Alterations		3	9	6
Summer	GSM 225A	Gunmetal Refinishing		1	6	3
Fall	GSM 127	General Repair		3	9	6
Spring	GSM 235	Current Gunsmithing Technology		2	12	6
Summer	GSM 225B	Gunmetal Refinishing		1	6	3
Fall	GSM 120	Gunsmithing Tools		2	12	6
Spring	GSM 123	Basic Stockmaking		2	12	6
Summer	GSM 227A	Advanced Repair		1	6	3
Fall	GSM 230	Handgun Technology		2	9	5
Spring	GSM 223	Rifle Stockmaking		2	12	6
Summer	GSM 227B	Advanced Repair		1	6	3

Evening Gunsmithing Program

Selected Gunsmithing courses may be offered in the evening based on sufficient enrollment/ facility availability.

HUMAN SERVICES TECHNOLOGY
(A45380)
A.A.S. Degree/Diploma/Certificate

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

HUMAN SERVICES TECHNOLOGY

Day Program – A.A.S. Degree/Diploma/Certificate

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester (First Year)							
	ACA 111	College Student Success		1	0	0	1
*	CIS 110	Intro to Computers ***or***		2	2	0	3
*	CIS 111	Basic PC Literacy		1	2	0	2
*	ENG 111	Expository Writing	P/C	3	0	0	3
*	HSE 110	Intro to Human Services		2	2	0	3
*	PSY 150	General Psychology		3	0	0	3
*	SOC 210	Intro to Sociology		3	0	0	3
		Total		**13/14**	**4**	**0**	**15/16**
Spring Semester (First Year)							
*	ENG 112	Argument-Based Research ***or***	P/C	3	0	0	3
*	ENG 113	Literature-Based Research ***or***	P/C	3	0	0	3
*	ENG 114	Prof Research & Reporting	P/C	3	0	0	3
*	HSE 112	Group Process I		1	2	0	2
*	HSE 123	Interviewing Techniques		2	2	0	3
*	HSE 227	Children & Adolescents in Crisis		3	0	0	3
*	SOC 213	Sociology of the Family		3	0	0	3
		Total		**12**	**4**	**0**	**14**
Summer Session (First Year)							
	SPA 120	Spanish for the Workplace		3	0	0	3
	Humanities/Fine Arts Elective			3	0	0	3
	Social/Behavioral Science Elective			3	0	0	3
		Total		**9**	**0**	**0**	**9**
Fall Semester (Second Year)							
*	HSE 125	Counseling	P/C	2	2	0	3
	HSE 160	HSE Clinical Supervision I		1	0	0	1
	HSE 164	HSE Clinical Experience I	P/C	0	0	12	4
+	HSE 225	Crisis Intervention		3	0	0	3
	PSY 281	Abnormal Psychology	P/C	3	0	0	3
+	SAB 110	Substance Abuse Overview		3	0	0	3
		Total		**12**	**2**	**12**	**17**
Spring Semester (Second Year)							
	HSE 210	Human Services Issues		2	0	0	2
	HSE 260	HSE Clinical Supervision II		1	0	0	1
	HSE 264	HSE Clinical Experience II	P/C	0	0	12	4
	MAT 140	Survey of Mathematics ***or***	P/C	3	0	0	3
	MAT 151	Statistics I ***or***	P/C	3	0	0	3
	MAT 171	Precalculus Algebra	P/C	3	0	0	3
*	PSY 241	Developmental Psychology	P/C	3	0	0	3
+ *	Elective from list			1/2/3	0/2	0	2/3
		Total		**10/11/12**	**0/2**	**12**	**15/16**

Curriculum Programs of Study

Students will select electives from the following list of courses or from list of approved courses. See your advisor.

				Special Notes	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
	GRO	120	Gerontology	P/C	3	0	0	3
	GRO	240	Gerontology Care Mgmt	P/C	2	0	0	2
	HSE	150	Preventive Intervention		3	0	0	3
	HSE	220	Case Management	P/C	2	2	0	3
	OST	131	Keyboarding I		1	2	0	2
	PSY	255	Intro to Exceptionality	P/C	3	0	0	3
	PSY	265	Behavior Modification	P/C	3	0	0	3
+	SAB	137	Co-Dependency		3	0	0	3
+	SAB	210	Substance Abuse Counseling	P/C	2	2	0	3
	SOC	232	Social Context of Aging		3	0	0	3

Total Semester Hours Required for Human Services Technology A.A.S. Degree: 70-72
***Total Semester Hours Required for Human Services Technology Diploma: 36-38**
+Total Semester Hours Required for Substance Abuse Certificate: 12

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

INFANT/TODDLER CARE
(C55290)
Certificate

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

INFANT/TODDLER CARE

Day Program - Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
EDU	119	Early Childhood Education		4	0	4
EDU	144	Child Development I	P/C	3	0	3
		Total		**7**	**0**	**7**
Spring Semester						
EDU	153	Health, Safety and Nutrition	P/C	3	0	3
EDU	234	Infants, Toddlers, & Twos	P/C	3	0	3
		Total		**6**	**0**	**6**
Summer Session						
EDU	131	Child, Family, & Community	P/C	3	0	3
		Total		**3**	**0**	**3**

Total Semester Hours Required for Infant/Toddler Care Certificate: 16

MEDICAL ASSISTING
(A45400)
A.A.S. Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collections, medical transcription, computer operation; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Specific Admission Information: In addition to the general admission requirements for the College, Medical Assisting students must have the physical ability to reach and stand for sustained periods and must have visual acuity to determine accuracy, neatness, and thoroughness of work, as well as auditory competence and manual dexterity. Students must have documentation of passing a physical examination and Hepatitis B series before entering Lab Procedures. The series must be completed before clinical externship. Additionally, current CPR certification is required prior to the clinical externship.

Note:Clinical externships are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

The Montgomery Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

Curriculum Programs of Study

MEDICAL ASSISTING

Day Program - A.A.S. Degree

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester (First Year)							
BIO	165	Anatomy & Physiology I		3	3	0	4
MED	110	Orientation to Medical Assisting		1	0	0	1
MED	118	Medical Law & Ethics		2	0	0	2
MED	121	Medical Terminology I		3	0	0	3
MED	130	Administrative Office Procedures I		1	2	0	2
OST	131	Keyboarding		1	2	0	2
PSY	150	General Psychology		3	0	0	3
		Total		**14**	**7**	**0**	**17**
Spring Semester (First Year)							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
CIS	111	Basic PC Literacy		1	2	0	2
ENG	111	Expository Writing	P/C	3	0	0	3
MED	122	Medical Terminology II	P/C	3	0	0	3
MED	131	Admin Office Procedures II		1	2	0	2
MED	140	Exam Room Procedures I		3	4	0	5
		Total		**14**	**11**	**0**	**19**
Summer Session (First Year)							
ENG	112	Argument-Based Research ***or***	P/C	3	0	0	3
ENG	113	Literature-Based Research ***or***	P/C	3	0	0	3
ENG	114	Prof Research & Reporting	P/C	3	0	0	3
MED	182	CPR First Aid & Emergency		1	2	0	2
MED	276	Patient Education		1	2	0	2
SPA	131	Spanish for Health Providers		1	0	0	1
		Total		**6**	**4**	**0**	**8**
Fall Semester (Second Year)							
MED	150	Laboratory Procedures I		3	4	0	5
MED	232	Medical Insurance Coding		1	3	0	2
MED	270	Symptomatology		2	2	0	3
MED	272	Drug Therapy		3	0	0	3
MED	274	Diet Therapy/Nutrition		3	0	0	3
		Total		**12**	**9**	**0**	**16**
Spring Semester (Second Year)							
MAT	140	Survey of Mathematics	P/C	3	0	0	3
MED	260	Medical Clinical Externship		0	0	15	5
MED	262	Clinical Perspective		1	0	0	1
MED	264	Medical Assisting Overview		2	0	0	2
Humanities/Fine Arts Elective				3	0	0	3
		Total		**9**	**0**	**15**	**14**

Total Semester Hours Required for Medical Assisting A.A.S. Degree: 74

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

METAL ENGRAVING
(D30240)
Diploma/Certificate

The Metal Engraving curriculum is designed to train students in eye-hand coordination, artistic vision, and the technology necessary in occupations involving the embellishment of metals.

Course work will include embellishments utilizing the hammer and chisel, power engraving devices, acid etching, the inlaying of precious metals and jewels into a metal base, bas-relief graving, and the sinking of scenes into the medium.

Graduates should be able to apply the acquired skills in occupations requiring sound bench work skills. Such occupations might include gold and/or silver smithing, gunsmithing, the tool and die trades, printing plates, and jewelry.

Curriculum Programs of Study

METAL ENGRAVING
Weekend Program - Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
+	MEG 110	Tools and Procedures		2	6	4
+	MEG 111A	Scroll Cutting and Design	P/C	1	3	2
		Total		**3**	**9**	**6**
Spring Semester						
+	MEG 111B	Scroll Cutting and Design	P/C	1	6	3
+	MEG 115	Lettering and Calligraphy	P/C	2	3	3
		Total		**3**	**9**	**6**
Metal Engraving Advanced Certificate						
Fall Semester						
*	MEG 114	Bolino	P/C	2	6	4
*	MEG 116A	Flush and Raised Inlay	P/C	1	3	2
		Total		**3**	**9**	**6**
Spring Semester						
*	MEG 116B	Flush and Raised Inlay	P/C	1	6	3
*	MEG 117	Metal Engraving Applications	P/C	2	6	4
		Total		**3**	**12**	**7**

+Total Semester Hours Required for Metal Engraving Basic Certificate: 12
***Total Semester Hours Required for Metal Engraving Advanced Certificate: 13**

Advanced Certificate offered only upon demand and facility availability.

Courses for the diploma level in Metal Engraving may be offered during evening hours based on sufficient student demand.

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

NETWORKING TECHNOLOGY
(A25340)
A.A.S. Degree/Diploma/Certificate

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Curriculum Programs of Study

NETWORKING TECHNOLOGY

Evening Program – Diploma/Certificate

		Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)					
+*ACA 111	College Student Success		1	0	1
*BUS 110	Introduction to Business		3	0	3
+*CIS 110	Introduction to Computers		2	2	3
*NET 125	Networking Basics		1	4	3
+*OST 131	Keyboarding		1	2	2
	Total		**8**	**8**	**12**
Spring Semester (First Year)					
+*CTS 120	Hardware/Software Support	P/C	2	3	3
*NET 126	Routing Basics	P/C	1	4	3
+*NOS 110	Operating System Concepts		2	3	3
	Total		**5**	**10**	**9**
Fall Semester (Second Year)					
*CTS 155	Tech Support Functions		2	2	3
*ENG 111	Expository Writing	P/C	3	0	3
+*NOS 130	Windows Single User	P/C	2	2	3
	Total		**7**	**4**	**9**
Spring Semester (Second Year)					
*DBA 110	Database Concepts		2	3	3
*MAT 140	Survey of Mathematics	P/C	3	0	3
	Total		**5**	**3**	**6**

***Total Semester Hours Required for Networking Technology Diploma: 36**
+Total Semester Hours Required for Networking Technology Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

OFFICE ADMINISTRATION
(A25370)
A.A.S. Degree/Diploma/Certificate

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Curriculum Programs of Study

OFFICE ADMINISTRATION

Day Program – A.A.S. Degree/Diploma/Certificate

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	ACA	111	College Student Success		1	0	1
	*	ACC	120	Principles of Financial Accounting		3	2	4
		BUS	110	Introduction to Business		3	0	3
#	*	CIS	111	Basic PC Literacy		1	2	2
	*	ENG	111	Expository Writing	P/C	3	0	3
	*	OST	122	Office Computations		1	2	2
# +	*	OST	131	Keyboarding		1	2	2
				Total		**13**	**8**	**17**
Spring Semester (First Year)								
	*	MKT	223	Customer Service		3	0	3
#	*	CTS	130	Spreadsheet	P/C	2	2	3
	*	ENG	114	Professional Research & Reporting	P/C	3	0	3
+	*	OST	134	Text Entry & Formatting	P/C	2	2	3
# +	*	OST	136	Word Processing		2	2	3
				Total		**12**	**6**	**15**
Summer Session (First Year)								
+	*	OST	164	Text Editing Applications		3	0	3
	*	OST	184	Records Management		2	2	23
		SPA	120	Spanish for the Workplace		3	0	3
				Total		**8**	**2**	**9**
Fall Semester (Second Year)								
#		CTS	125	Presentation Graphics	P/C	2	2	3
		MAT	140	Survey of Mathematics	P/C	3	0	3
		OST	132	Keyboard Skill Building		1	2	2
	*	OST	223	Administrative Office Transcription I	P/C	2	2	3
#		OST	236	Advanced Word/Info Processing	P/C	2	2	3
Social/Behavioral Science Elective						3	0	3
				Total		**13**	**8**	**17**
Spring Semester (Second Year)								
	*	BUS	121	Business Math		2	2	3
		OST	135	Adv Text Entry & Format	P/C	3	2	4
	*	OST	286	Professional Development		3	0	3
+	*	OST	289	Administrative Office Management	P/C	2	2	3
Humanities/Fine Arts Elective						3	0	3
				Total		**13**	**6**	**16**

Total Semester Hours Required for Office Administration A.A.S. Degree: 74
***Total Semester Hours Required for Office Administration Diploma:** 47
+Total Semester Hours Required for Office Administration Certificate: 14
#Total Semester Hours Required for Professional Office Technology Certificate: 16

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

OFFICE ADMINISTRATION

Evening Program - Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
*	ACA	111	College Student Success		1	0	1
*	CIS	111	Basic PC Literacy	P/C	1	2	2
*	ENG	111	Expository Writing	P/C	3	0	3
+ *	OST	131	Keyboarding		1	2	2
+ *	OST	164	Text Editing Applications		3	0	3
			Total		**9**	**4**	**11**
Spring Semester (First Year)							
*	MKT	223	Customer Service		3	0	3
*	ENG	114	Professional Research & Reporting	P/C	3	0	3
+ *	OST	134	Text Entry & Formatting	P/C	2	2	3
+ *	OST	136	Word Processing		2	2	3
			Total		**10**	**4**	**12**
Fall Semester (Second Year)							
*	ACC	120	Principles of Financial Accounting		3	2	4
*	OST	122	Office Computations		1	2	2
*	OST	184	Records management		2	2	3
*	OST	223	Administrative Office Transcription I	P/C	2	2	3
			Total		**8**	**8**	**12**
Spring Semester (Second year)							
*	BUS	121	Business Math	P/C	2	2	3
+	CTS	130	Spreadsheet I	P/C	2	2	3
*	OST	286	Professional Development		3	0	3
+ *	OST	289	Administrative Office Management	P/C	2	2	3
			Total		**9**	**6**	**12**
Professional Office Technology Certificate							
Fall Semester							
	CIS	111	Basic PC Literacy		1	2	2
	OST	131	Keyboarding		1	2	2
	OST	136	Word Processing		2	2	3
			Total		**4**	**6**	**7**
Spring Semester							
	CTS	125	Presentation Graphics	P/C	2	2	3
	CTS	130	Spreadsheet I	P/C	2	2	3
	OST	236	Advanced Word/Info Processing	P/C	2	2	3
			Total		**6**	**6**	**9**

***Total Semester Hours Required for Office Administration Diploma: 47**

+Total Semester Hours Required for Office Administration Certificate: 14

Total Semester Hours Required for Professional Office Technology Certificate: 16

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

OFFICE ADMINISTRATION: LEGAL CONCENTRATION (A2537A) A.A.S. Degree

The Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Curriculum Programs of Study

OFFICE ADMINISTRATION: LEGAL CONCENTRATION

Evening Program - A.A.S. Degree

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	111	College Student Success		1	0	1
	CIS	111	Basic PC Literacy		1	2	2
	ENG	111	Expository Writing	P/C	3	0	3
	OST	122	Office Computations		1	2	2
	OST	131	Keyboarding		1	2	2
+	OST	155	Legal Terminology		3	0	3
	OST	184	Records Management		2	2	3
			Total		**12**	**8**	**16**
Spring Semester (First Year)							
+	BUS	115	Business Law I		3	0	3
	CTS	130	Spreadsheet	P/C	2	2	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
	OST	132	Keyboard Skill Building		1	2	2
	OST	134	Text Entry & Formatting	P/C	2	2	3
+	OST	136	Word Processing		2	2	3
			Total		**13**	**8**	**17**
Summer Session (First Year)							
	SPA	120	Spanish for the Workplace		3	0	3
	Humanities/Fine Arts Elective				3	0	3
	Social/Behavioral Science Elective				3	0	3
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	ACC	120	Principles of Financial Accounting		3	2	4
	OST	156	Legal Office Procedures	P/C	2	2	3
	OST	164	Text Editing Applications		3	0	3
	OST	236	Advanced Word/Info Processing	P/C	2	2	3
+	OST	252	Legal Transcription I	P/C	2	2	3
			Total		**12**	**8**	**16**
Spring Semester (Second Year)							
	CTS	125	Presentation Graphics	P/C	2	2	3
	MAT	140	Survey of Mathematics	P/C	3	0	3
+	OST	251	Legal Document Formatting	P/C	2	2	3
	OST	286	Professional Development		3	0	3
	OST	289	Administrative Office Management	P/C	2	2	3
			Total		**12**	**6**	**15**

Total Semester Hours Required for Office Administration: Legal Concentration A.A.S. Degree: 73

+ Total Semester Hours Required for Office Administration: Legal Certificate: 15

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

PRACTICAL NURSING
(D45660)
Diploma

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Specific Admission Information: The application and testing deadline is October 15 for the upcoming Fall Semester Program.

Note:Clinical experiences in the Practical Nursing Program are supervised by an instructor and/or an on-site resource person. Students do not receive monetary compensation for their clinical experience.

Curriculum Programs of Study

PRACTICAL NURSING
Day Program - Diploma

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester							
BIO	163	Basic Anatomy & Physiology		4	2	0	5
NUR	101	Practical Nursing I	P/C	7	6	6	11
PSY	150	General Psychology		3	0	0	3
		Total		**14**	**8**	**6**	**19**
Spring Semester							
CIS	111	Basic PC Literacy		1	2	0	2
ENG	111	Expository Writing	P/C	3	0	0	3
NUR	102	Practical Nursing II	P/C	8	0	12	12
		Total		**12**	**2**	**12**	**17**
Summer Session							
NUR	103	Practical Nursing III	P/C	6	0	12	10
		Total		**6**	**0**	**12**	**10**

Total Semester Hours Required for Practical Nursing Diploma: 46

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

PROFESSIONAL CRAFTS: CLAY
(A30300)
A.A.S. Degree/Diploma/Certificate

The Professional Crafts: Clay curriculum is designed to prepare individuals for employment as professional potters in pottery related fields. Using traditional and contemporary concepts, instruction includes technical knowledge, design skills, and marketing and business essentials.

Course work includes development of basic and advanced throwing skills with emphasis on form and design. Study will include pottery studio and marketing procedures.

Graduates will be able to open and operate their own pottery business or work for existing pottery businesses.

Curriculum Programs of Study

PROFESSIONAL CRAFTS: CLAY

Day Program – A.A.S. Degree/Diploma/Certificate

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	ENG	111	Expository Writing	P/C	3	0	3
	+*	PCC	110	Introduction to Pottery		3	15	8
	*	PCC	114	Raku		1	3	2
				Total		**7**	**18**	**13**
Spring Semester (First Year)								
	*	BUS	280	REAL Small Business		4	0	4
		ENG	112	Argument-Based Research ***or***	P/C	3	0	3
		ENG	113	Literature-Based Research ***or***	P/C	3	0	3
		ENG	114	Professional Research & Reporting	P/C	3	0	3
	+*	PCC	111	Functional Pottery I		3	15	8
	*	PCC	115	Advanced Raku	P/C	1	3	2
	*	PCC	132	Glaze Formulation		1	3	2
				Total		**12**	**21**	**19**
Summer Session (First Year)								
	*	PCC	130	Pottery Production		2	9	5
				Total		**2**	**9**	**5**
Fall Semester (Second Year)								
		CIS	111	Basic PC Literacy		1	2	2
		PCC	119	Clay Design: Special Study		0	4	2
	#	PCC	210	Functional Pottery II	P/C	3	15	8
				Total		**4**	**21**	**12**
Spring Semester (Second Year)								
	*	MAT	140	Survey of Mathematics	P/C	3	0	3
	#	PCC	211	Decorative Pottery	P/C	3	15	8
Humanities/Fine Arts Elective						3	0	3
Social/Behavioral Science Elective						3	0	3
				Total		**12**	**15**	**17**

Note: The Basic Clay certificate is a prerequisite for the Advanced Clay certificate

Total Semester Hours Required for Professional Crafts: Clay A.A.S. Degree: 66
Total Semester Hours Required for Professional Crafts: Clay Diploma: 37
+Total Semester Hours Required for Professional Crafts: Basic Clay Certificate: 16
#Total Semester Hours Required for Professional Crafts: Advanced Clay Certificate:16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Curriculum Programs of Study

BASIC CLAY

Day or Evening Program - Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
PCC	110A	Intro to Pottery		2	6	4
Spring Semester (First Year)						
PCC	10B	Intro to Pottery		1	6	3
Summer Session (First Year)						
PCC	110C	Intro to Pottery		0	3	1
Fall Semester (Second Year)						
PCC	111A	Functional Pottery I		2	6	4
Spring Semester (Second Year)						
PCC	111B	Functional Pottery I		1	6	3
Summer Session (Second Year)						
PCC	111C	Functional Pottery I		0	3	1
		Total		**6**	**30**	**16**

ADVANCED CLAY

Day Program - Certificate

The Basic Clay certificate is a prerequisite for the Advanced Clay certificate.

	Note	Special Hours	Class Hours	Lab Hours	Credit
Fall Semester (First Year)					
PCC	210A	Functional Pottery II	P/C	2	6	4
Spring Semester (First Year)						
PCC	210B	Functional Pottery II	P/C	1	6	3
Summer Session (First Year)						
PCC	210C	Functional Pottery II	P/C	0	3	1
Fall Semester (Second Year)						
PCC	211A	Decorative Pottery	P/C	2	6	4
Spring Semester (Second Year)						
PCC	211B	Decorative Pottery	P/C	1	6	3
Summer Session (Second Year)						
PCC	211C	Decorative Pottery	P/C	0	3	1
		Total		**6**	**30**	**16**

Total Semester Hours Required for Professional Crafts: Basic Clay Certificate: 16
Total Semester Hours Required for Professional Crafts: Advanced Clay Certificate: 16

Note: Graduation credit for PCC 110, 111, 210, and 211 will be given only when all 3 parts (A, B, and C) of each course have been successfully completed.

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

TAXIDERMY
(D30380)
Diploma/Certificate

The Taxidermy curriculum is designed to develop skills while teaching preservation of birds, fish, game heads and mammals. Related subjects are included for a better understanding of customer relations and natural habitat construction. Students are also versed in state/federal regulations.

Course work includes basic proper measuring, skinning, fleshing, preserving, form selection and preparation. Students will learn basic mounting procedures, finishing and painting of selected specimens. Students will learn how to construct natural habitats and the artistic display of mounted items.

Opportunities exist for graduates to set up their own business. Job opportunities are found in conjunction with sports shops, game preserves, museums, art galleries, interior decorators plus guides and outfitters. Graduates will qualify for North Carolina and Federal Taxidermy licenses.

Curriculum Programs of Study

TAXIDERMY

Day Program - Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester							
	CIS	111	Basic PC Literacy		1	2	2
	ENG	101	Applied Communications I		3	0	3
+	TXY	101	Fish Taxidermy		6	18	12
			Total		**10**	**20**	**17**
Spring Semester							
	BUS	230	Small Business Management **or**		3	0	3
	BUS	280	REAL Small Business		4	0	4
	MAT	101	Applied Mathematics I	P/C	2	2	3
#	TXY	103	Mammal Taxidermy		6	18	12
			Total		**11/12**	**20**	**18/19**
Summer Session							
	TXY	105	Bird Taxidermy		3	9	6
			Total		**3**	**9**	**6**

Total Semester Hours Required for Taxidermy Diploma: **41/42**
+Total Semester Hours Required for Fish Certificate: **12**
#Total Semester Hours Required for Mammal Certificate: **12**

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

Curriculum Programs of Study

TAXIDERMY

Evening Program - Certificate

Certificates will be awarded upon completion of *both* A and B parts of individual courses.

				Special Note	Class Hours	Lab Hours	Credit Hours
			Fish Certificate				
Fall Semester (First Year)							
+	TXY	101A	Fish Taxidermy		3	9	6
			Total		**3**	**9**	**6**
Fall Semester (Second Year)							
+	TXY	101B	Fish Taxidermy		3	9	6
			Total		**3**	**9**	**6**
			Mammal Certificate				
Spring Semester (First Year)							
#	TXY	103A	Mammal Taxidermy		3	9	6
			Total		**3**	**9**	**6**
Spring Semester (Second Year)							
#	TXY	103B	Mammal Taxidermy		3	9	6
			Total		**3**	**9**	**6**

+Total Semester Hours Required for Fish Certificate: 12
#Total Semester Hours Required for Mammal Certificate: 12

Note: The Bird Taxidermy course may be offered through the Continuing Education division during Summer Session each year.

WELDING
(A50420)
Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

WELDING
Day or Evening Program - Certificate

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
WLD	115	SMAW (Stick) Plate		2	9	5
WLD	121	GMAW (MIG) FCAW/Plate		2	6	4
		Total		**4**	**15**	**9**
Spring Semester						
WLD	131	GTAW (MIG) Plate		2	6	4
WLD	215	SMAW (Stick) Pipe	P/C	1	9	4
		Total		**3**	**15**	**8**

Total Semester Hours Required for Welding Certificate: 17

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Program offered only at Southern Correctional Institution

FOODSERVICE TECHNOLOGY
(D55250)
Certificate

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions.
Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control.
Graduates should qualify for employment as line cooks, prep cooks, or bakers in foodservice settings.

FOODSERVICE TECHNOLOGY
Day/Correctional Program - Certificate

			Class Hours	Lab Hours	Credit Hours
CIS	113	Computer Basics	0	2	1
FST	100	Intro to Foodservice	3	0	3
FST	101	Intro to Baking	1	4	3
FST	102	Basic Foodservice Skills	4	8	8
FST	103	Safety and Sanitation	2	2	3
		Total	**10**	**16**	**18**

Total Semester Hours Required for Foodservice Technology Certificate: 18

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
ACA 111 College Student Success	**1**	**0**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACC 120 Principles of Financial Accounting	**3**	**2**	**0**	**4**

Prerequisites:
Corequisites:
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121 Principles of Managerial Accounting	**3**	**2**	**0**	**4**

Prerequisites: ACC 120
Corequisites:
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACA 122 College Transfer Success	**1**	**0**	**0**	**1**

Prerequisites:
Corequisites:
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

ACC 129 Individual Income Taxes **2** **2** **0** **3**
Prerequisites:
Corequisites:
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 140 Payroll Accounting **1** **2** **0** **2**
Prerequisites: ACC 115 or ACC 120
Corequisites:
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 Accounting Software Applications **1** **2** **0** **2**
Prerequisites: ACC 115 or ACC 120
Corequisites:
This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I **3** **2** **0** **4**
Prerequisites: ACC 120
Corequisites:
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 225 Cost Accounting **3** **0** **0** **3**
Prerequisites: ACC 121
Corequisites:
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ANT 210 General Anthropology **3** **0** **0** **3**
Prerequisites:
Corequisites:
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
ANT 220 Cultural Anthropology	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.

ANT 240 Archaeology	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ART 111 Art Appreciation	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 283 Ceramics I	**0**	**6**	**0**	**3**

Prerequisites:
Corequisites:
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

AUB 111 Painting & Refinishing I	**2**	**6**	**0**	**4**

Prerequisites:
Corequisites:
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

AUB 112 Painting & Refinishing II **2** **6** **0** **4**
Prerequisites: AUB 111
Corequisites:
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes **1** **2** **0** **2**
Prerequisites: AUB 111
Corequisites:
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I **1** **4** **0** **3**
Prerequisites:
Corequisites:
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II **2** **6** **0** **4**
Prerequisites:
Corequisites:
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I **2** **4** **0** **4**
Prerequisites:
Corequisites:
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II **2** **6** **0** **4**
Prerequisites: AUB 131
Corequisites:
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

AUB 134 Autobody MIG Welding 1 4 0 3

Prerequisites:

Corequisites:

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives 1 4 0 3

Prerequisites:

Corequisites:

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

BIO 106 Intro to Anatomy/Phys/Microbio 2 2 0 3

Prerequisites:

Corequisites:

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This is a diploma level course.*

BIO 111 General Biology I 3 3 0 4

Prerequisites:

Corequisites:

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II 3 3 0 4

Prerequisites: BIO 111

Corequisites:

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
BIO 140 Environmental Biology	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: BIO 140A
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 163 Basic Anatomy & Physiology	**4**	**2**	**0**	**5**

Prerequisites:
Corequisites:
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 165 Anatomy and Physiology I	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 166 Anatomy and Physiology II	**3**	**3**	**0**	**4**

Prerequisites: BIO 165
Corequisites:
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
BIO 275 Microbiology	**3**	**3**	**0**	**4**

Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168
Corequisites:
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 110 Introduction to Business	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 115 Business Law I	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 121 Business Math	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 137 Principles of Management	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 153 Human Resource Management	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

BUS 225 Business Finance **2** **2** **0** **3**
Prerequisites: ACC 120
Corequisites:
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management **3** **0** **0** **3**
Prerequisites:
Corequisites:
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 260 Business Communication **3** **0** **0** **3**
Prerequisites: ENG 111
Corequisites:
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 280 REAL Small Business **4** **0** **0** **4**
Prerequisites:
Corequisites:
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CCT 121 Computer Crime Invest **3** **2** **0** **4**
Prerequisites:
Corequisites:
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 231 Technology Crimes & Law **3** **0** **0** **3**
Prerequisites:
Corequisites:
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

Course Descriptions

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
CET 150	**Computer Forensics I**	**2**	**3**	**0**	**3**

Prerequisites:

Corequisites:

This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media.

CHI 111	**Elementary Chinese I**	**3**	**0**	**0**	**3**

Prerequisites:

Corequisites:

This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

CHI 112	**Elementary Chinese II**	**3**	**0**	**0**	**3**

Prerequisites: CHI 111

Corequisites:

This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

CHI 211	**Intermediate Chinese I**	**3**	**0**	**0**	**3**

Prerequisites: CHI 112

Corequisites:

This course includes communicative competencies in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish an appropriate range of Chinese characters, as well as read simple expressions in modern standard Chinese. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

CHI 212	**Intermediate Chinese II**	**3**	**0**	**0**	**3**

Prerequisites: CHI 211

Corequisites:

This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish a broad range of Chinese characters, as well as read expressions in modern standard Chinese. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

CHM 132 Organic and Biochemistry 3 3 0 4
Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites:
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 151 General Chemistry I 3 3 0 4
Prerequisites: MAT 070
Corequisites:
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 General Chemistry II 3 3 0 4
Prerequisites: CHM 151
Corequisites:
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 110 Introduction to Computers 2 2 0 3
Prerequisites:
Corequisites:
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

CIS 111 Basic PC Literacy 1 2 0 2
Prerequisites:
Corequisites:
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
CIS 113 Computer Basics	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications.

CIS 115 Intro to Programming & Logic	**2**	**3**	**0**	**3**

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites:
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/ mathematics (Quantitative Option).*

CJC 100 Basic Law Enforcement Training	**9**	**30**	**0**	**19**

Prerequisites:
Corequisites:
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

CJC 111 Intro to Criminal Justice	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 112 Criminology	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

CJC 113 Juvenile Justice **3** **0** **0** **3**

Prerequisites:

Corequisites:

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120 Interviews/Interrogations **1** **2** **0** **2**

Prerequisites:

Corequisites:

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations **3** **0** **0** **3**

Prerequisites:

Corequisites:

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 131 Criminal Law **3** **0** **0** **3**

Prerequisites:

Corequisites:

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence **3** **0** **0** **3**

Prerequisites:

Corequisites:

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
CJC 160 Terrorism: Underlying Issues	3	0	0	3

Prerequisites:
Corequisites:
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 212 Ethics & Comm. Relations	3	0	0	3

Prerequisites:
Corequisites:
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 214 Victimology	3	0	0	3

Prerequisites:
Corequisites:
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 Investigative Principles	3	2	0	4

Prerequisites:
Corequisites:
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 225 Crisis Intervention	3	0	0	3

Prerequisites:
Corequisites:
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law	3	0	0	3

Prerequisites:
Corequisites:
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

CJC 232 Civil Liability 3 0 0 3
Prerequisites:
Corequisites:
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 241 Community-Based Corrections 3 0 0 3
Prerequisites:
Corequisites:
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COE 111 Co-op Work Experience I 0 0 10 1
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I 1 0 0 1
Prerequisites:
Corequisites: COE 111, COE 112, COE 113, or COE 114
This course description may be written by the individual colleges.

COM 110 Introduction to Communication 3 0 0 3
Prerequisites:
Corequisites:
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 231 Public Speaking 3 0 0 3
Prerequisites:
Corequisites:
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
CTS 120 Hardware/Software Support	**2**	**3**	**0**	**3**

Prerequisites: CIS 110 or CIS 111
Corequisites:
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 125 Presentation Graphics	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111
Corequisites:
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

CTS 130 Spreadsheet	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites:
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 155 Tech Support Functions	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 217 Computer Train/Support	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

CTS 250 User Support & Software Evaluation	**2**	**2**	**0**	**3**

Prerequisites: CTS 120 and NOS 130
Corequisites:
This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

CTS 285 Systems Analysis & Design 3 0 0 3
Prerequisites: CIS 115
Corequisites:
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 System Support Project 1 4 0 3
Prerequisites: CTS 285
Corequisites:
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

DBA 110 Database Concepts 2 3 0 3
Prerequisites:
Corequisites:
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DEN 100 Basic Orofacial Anatomy 2 0 0 2
Prerequisites:
Corequisites:
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. *This is a diploma-level course.*

DEN 101 Preclinical Procedures 4 6 0 7
Prerequisites:
Corequisites:
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. *This is a diploma-level course.*

DEN 102 Dental Materials 3 4 0 5
Prerequisites:
Corequisites:
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. *This is a diploma-level course.*

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

DEN 103 Dental Sciences 2 0 0 2
Prerequisites:
Corequisites:
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. *This is a diploma-level course.*

DEN 104 Dental Health Education 2 2 0 3
Prerequisites:
Corequisites:
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. *This is a diploma-level course.*

DEN 105 Practice Management 2 0 0 2
Prerequisites:
Corequisites:
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *This is a diploma-level course.*

DEN 106 Clinical Practice I 1 0 12 5
Prerequisites: DEN 101
Corequisites:
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. *This is a diploma-level course.*

DEN 107 Clinical Practice II 1 0 12 5
Prerequisites: DEN 106
Corequisites:
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry level skills including functions delegable to a DA II. *This is a diploma-level course.*

DEN 111 Infection/Hazard Control 2 0 0 2
Prerequisites:
Corequisites:
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

DEN 112 Dental Radiography **2** **3** **0** **3**
Prerequisites:
Corequisites:
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

ECO 251 Principles of Microeconomics **3** **0** **0** **3**
Prerequisites:
Corequisites:
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Principles of Macroeconomics **3** **0** **0** **3**
Prerequisites:
Corequisites:
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDU 118 Principles/Practices of Instr Asst **3** **0** **0** **3**
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

EDU 119 Intro to Early Child Education **4** **0** **0** **4**
Prerequisites:
Corequisites:
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

EDU 131 Child, Family, & Community 3 0 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144 Child Development I 3 0 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development

EDU 145 Child Development II 3 0 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 Child Guidance 3 0 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 Creative Activities 3 0 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

EDU 153 Health, Safety & Nutrition 3 0 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 157 Active Play 2 2 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 163 Classroom Mgmt & Instruction 3 0 0 3
Prerequisites: (ENG 080 and RED 080) or ENG 085
Corequisites:
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 216 Foundations of Education 4 0 0 4
Prerequisites: (ENG 090 and RED 090) or ENG 095
Corequisites:
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only*

EDU 221 Children with Exceptionalities 3 0 0 3
Prerequisites: (ENG 090 and RED 090) or ENG 095 and (EDU 144 and EDU 145) or PSY 244 and PSY 245)
Corequisites:
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
EDU 234 Infants, Toddlers, & Twos	**3**	**0**	**0**	**3**

Prerequisites: (ENG 090 and RED 090) or ENG 095 and EDU 119
Corequisites:
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 251 Exploration Activities	**3**	**0**	**0**	**3**

Prerequisites: (ENG 090 and RED 090) or ENG 095
Corequisites:
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning	**3**	**0**	**0**	**3**

Prerequisites: (ENG 090 and RED 090) or ENG 095 and EDU 119
Corequisites:
This course is designed to focus on curriculum planning for three- to five-year-olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 Early Childhood Admin I	**3**	**0**	**0**	**3**

Prerequisites: (ENG 090 & RED 090) or ENG 095
Corequisites: EDU 119
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262 Early Childhood Admin II	**3**	**0**	**0**	**3**

Prerequisites: (ENG 090 & RED 090) or ENG 095 and EDU 261
Corequisites: EDU 119
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation accreditation, involvement in early childhood professional organizations, leadership mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

EDU 271 Educational Technology 2 2 0 3
Prerequisites: (ENG 090 and RED 090) or ENG 095
Corequisites:
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 275 Effective Teacher Training 2 0 0 2
Prerequisites: (ENG 090 and RED 090) or ENG 095
Corequisites:
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280 Language & Literacy Experiences 3 0 0 3
Prerequisites: (ENG 090 and RED 090) or ENG 095
Corequisites:
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 282 Early Childhood Literature 3 0 0 3
Prerequisites: (ENG 090 and RED 090) or ENG 095
Corequisites:
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

ELC 113 Basic Wiring I 2 6 0 4
Prerequisites:
Corequisites:
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
ELC 115 Industrial Wiring	**2**	**6**	**0**	**4**

Prerequisites: ELC 113
Corequisites:
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors & Controls	**2**	**6**	**0**	**4**

Prerequisites:
Corequisites:
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119 NEC Calculations	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites:
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 126 Electrical Computations	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

ELC 128 Intro to PLC	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 138 DC Circuit Analysis	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, and analyze DC circuits; and properly use test equipment.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
ELC 139 AC Circuit Analysis	**2**	**3**	**0**	**3**

Prerequisites: ELC 138
Corequisites:
This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

ELC 229 Applications Project	**1**	**3**	**0**	**2**

Prerequisites:
Corequisites:
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

ELN 132 Linear IC Applications	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment

ELN 137 Electr Devices & Circuits	**4**	**3**	**0**	**5**

Prerequisites:
Corequisites:
This course covers diodes, transistors, linear integrated circuits, and IC voltage regulators. Topics include power supplies, switching circuits, amplifiers, oscillators, active filters, and other related topics. Upon completion, students should be able to analyze and troubleshoot circuits using schematic diagrams, appropriate test equipment, and manufacturer's data sheets

ELN 229 Industrial Electronics	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
ELN 260 Programmable Logic Controllers	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

ELN 275 Troubleshooting	**1**	**3**	**0**	**2**

Prerequisites:
Corequisites:
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENG 070 Basic Language Skills	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 075 Reading & Language Essentials	**5**	**0**	**0**	**5**

Prerequisites:
Corequisites:
This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 080 Writing Foundations	**3**	**2**	**0**	**4**

Prerequisites: ENG 070 or ENG 075
Corequisites:
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

ENG 085 Reading and Writing Found **5** **0** **0** **5**
Prerequisites: ENG 070 and RED 070 or ENG 075
Corequisites:
This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

ENG 090 Composition Strategies **3** **0** **0** **3**
Prerequisites: ENG 080 or ENG 085
Corequisites:
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.*

ENG 090A Comp Strategies Lab **0** **2** **0** **1**
Prerequisites: ENG 080 or ENG 085
Corequisites: ENG 090
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 095 Reading and Comp Strategies **5** **0** **0** **5**
Prerequisites: ENG 080 and RED 080 or ENG 085
Corequisites:
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*

ENG 101 Applied Communications I **3** **0** **0** **3**
Prerequisites: ENG 080
Corequisites:
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

ENG 111 Expository Writing 3 0 0 3
Prerequisites: ENG 090 and RED 090; or ENG 095
Corequisites:
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. The course will cover research elements using APA/MLA documentation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112 Argument-Based Research 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 Literature-Based Research 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. In addition, this course includes oral presentations of research projects. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Professional Research & Reporting 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 131 Introduction to Literature 3 0 0 3
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

ENG 231 American Literature I **3** **0** **0** **3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II **3** **0** **0** **3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I **3** **0** **0** **3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II **3** **0** **0** **3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 World Literature I **3** **0** **0** **3**
Prerequisites: ENG 112, ENG 113, ENG 114
Corequisites:
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
ENG 262 World Literature II	**3**	**0**	**0**	**3**

Prerequisites: ENG 112, ENG 113, ENG 114
Corequisites:
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FOR 121 Dendrology	**2**	**6**	**0**	**4**

Prerequisites:
Corequisites:
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses.

FOR 123 Forest Botany	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions.

FOR 131 Forest Measurements	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment.

FOR 171 Intro to Forest Resources	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind.

FOR 172 Intro to Timber Harvest	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the history, economic impact, and trends in the timber harvesting industry. Emphasis is placed on safety and environmental orientation, the process of logging and physical conditioning. Upon completion, students should be able to explain the economic and environmental impact, and physical demands of the logging industry.

FOR 173 Soils & Hydrology	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
FOR 175 Wildlife/Environmental Studies	**2**	**3**	**0**	**3**

Prerequisites
Corequisites:
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States.

FOR 212 Forest Survey & Aerial Interpret	**2**	**3**	**0**	**3**

Prerequisites
Corequisites:
This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to use basic surveying equipment and aerial photographs for forest land measurements.

FOR 215 Intro to GIS/GPS	**1**	**4**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications.

FOR 225 Silvics & Silviculture	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques.

FOR 232 Forest Mensuration	**2**	**6**	**0**	**4**

Prerequisites: FOR 131
Corequisites:
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands.

FOR 240 Forest Protection	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
FOR 245 Forest Pesticides	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course provides a basic understanding of the importance of forest pesticides. Topics include prescriptions, methods, regulations, laws, and safety. Upon completion, students should be able to safely plan, implement, and execute a pesticide action plan in a forest environment.

FOR 271 Forest Management	**2**	**3**	**0**	**3**

Prerequisites: FOR 225 and FOR 232
Corequisites:
This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships.

FOR 282 Forest Recreation	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes.

FOR 285 Logging & Marketing	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation.

FRE 111 Elementary French I	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: FRE 181
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112 Elementary French II	**3**	**0**	**0**	**3**

Prerequisites: FRE 111
Corequisites: FRE 182
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

FRE 181 French Lab 1 **0** **2** **0** **1**

Prerequisites:

Corequisites: FRE 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

FRE 182 French Lab 2 **0** **2** **0** **1**

Prerequisites: FRE 181

Corequisites: FRE 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

FRE 211 Intermediate French I **3** **0** **0** **3**

Prerequisites: FRE 112

Corequisites: FRE 281

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212 Intermediate French II **3** **0** **0** **3**

Prerequisites: FRE 211

Corequisites: FRE 282

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 281 French Lab 3 **0** **2** **0** **1**

Prerequisites: FRE 182

Corequisites: FRE 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
FRE 282	**French Lab 4**	**0**	**2**	**0**	**1**

Prerequisites: FRE 281
Corequisites: FRE 212
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

FST 100	**Intro to Foodservice**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: FST 103
This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities. .*

FST 101	**Intro to Baking**	**1**	**4**	**0**	**3**

Prerequisites:
Corequisites: FST 103
This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 102	**Basic Foodservice Skills**	**4**	**8**	**0**	**8**

Prerequisites:
Corequisites: FST 103
This course introduces the concepts, skills, and techniques for volume food production in an institutional setting. Emphasis is placed on development of skills in knife, tool, and equipment handling and applying principles of food preparation to produce varieties of food products. Upon completion, students should be able to demonstrate entry-level skills in a quantity foodservice operation. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 103	**Safety and Sanitation**	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

Course Descriptions

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

GIS 111 Introduction to GIS 2 2 0 3
Prerequisites:
Corequisites:
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

GIS 121 Georeferencing & Mapping 2 2 0 3
Prerequisites:
Corequisites:
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

GIS 215 GIS Data Models 2 2 0 3
Prerequisites:
Corequisites:
This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability.

GRO 120 Gerontology 3 0 0 3
Prerequisites: PSY 150
Corequisites:
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

GRO 240 Gerontology Care Managing 2 0 0 2
Prerequisites: GRO 120
Corequisites:
This course covers community resources and discusses care management, including assessment, care planning, evaluation, issues of family, high risk, and self-care. Topics include funding, eligibility for community and health resources, care management protocols, care plan development, and identification of major resources and barriers to self-care. Upon completion, students will be able to develop a care plan for older adults at various levels of needs, including community and health resources.

GSM 111 Gunsmithing I 2 12 0 6
Prerequisites:
Corequisites:
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
GSM 120 Gunsmithing Tools	**2**	**12**	**0**	**6**

Prerequisites:
Corequisites:
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing.

GSM 123 Basic Stockmaking	**2**	**12**	**0**	**6**

Prerequisites:
Corequisites:
This course introduces the design, layout, and proper wood selection for stocks. Topics include building stocks by hand, one-butt stocks, and fore-ends for a two-piece shotgun. Upon completion, students should be able to choose a suitable piece of wood, lay out a stock, and produce a butt stock and fore-end for a firearm.

GSM 125 Barrel Fitting/Alteration	**3**	**9**	**0**	**6**

Prerequisites:
Corequisites:
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes.

GSM 127 General Repair	**3**	**9**	**0**	**6**

Prerequisites:
Corequisites:
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.

GSM 223 Rifle Stockmaking	**2**	**12**	**0**	**6**

Prerequisites: Completion of curriculum core requirements
Corequisites:
This course introduces inletting, shaping, and finishing of custom rifle stocks. Emphasis is placed on the design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, and shape and finish a custom rifle stock.

GSM 225 Gunmetal Refinishing	**2**	**12**	**0**	**6**

Prerequisites: Completion of curriculum core requirements
Corequisites:
This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, Parkerize, and color-case harden gunmetal.

GSM 227 Advanced Repair Technology	**2**	**12**	**0**	**6**

Prerequisites: Completion of curriculum core requirements
Corequisites:
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

GSM 230 Handgun Technology 2 9 0 5

Prerequisites: Completion of curriculum core requirements

Corequisites:

This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns.

GSM 235 Current Gunsmithing Techniques 2 12 0 6

Prerequisites: Completion of curriculum core requirements

Corequisites:

This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding.

HEA 110 Personal Health/Wellness 3 0 0 3

Prerequisites:

Corequisites:

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 111 World Civilizations I 3 0 0 3

Prerequisites:

Corequisites:

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112 World Civilizations II 3 0 0 3

Prerequisites:

Corequisites:

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 121 Western Civilization I 3 0 0 3

Prerequisites:

Corequisites:

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
HIS 122	**Western Civilization II**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131	**American History I**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132	**American History II**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 231	**Recent American History**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 236	**North Carolina History**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

HSE 110 Intro to Human Services 2 2 0 3

Prerequisites:

Corequisites:

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I 1 2 0 2

Prerequisites: Enrollment in the Human Services program

Corequisites:

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. This course includes an oral communication component.

HSE 123 Interviewing Techniques 2 2 0 3

Prerequisites:

Corequisites:

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. This course includes an oral communication component.

HSE 125 Counseling 2 2 0 3

Prerequisites: PSY 150

Corequisites:

This courses covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. This course includes an oral communication component.

HSE 150 Preventive Intervention 1 2 0 2

Prerequisites:

Corequisites:

This course presents skills training for prevention and control of violent behavior. Emphasis is placed on safety procedures which promote positive outcomes for clients and workers. Upon completion, students should be able to identify and demonstrate safety procedures for all persons involved.

HSE 160 HSE Clinical Supervision I 1 0 0 1

Prerequisites:

Corequisites: HSE 161, HSE 162, HSE 163, or HSE 164

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

HSE 164 HSE Clinical Experience I **0** **0** **12** **4**
Prerequisites:
Corequisites: HSE 160
This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210 Human Services Issues **2** **0** **0** **2**
Prerequisites:
Corequisites:
This courses covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multifaceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. This course includes an oral communication component.

HSE 220 Case Management **2** **2** **0** **3**
Prerequisites: HSE 110
Corequisites:
This courses covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 Crisis Intervention **3** **0** **0** **3**
Prerequisites:
Corequisites:
This course introduces the basic theories and principles of crisis intervention. Emphasis is place don identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. This course includes an oral communication component.

HSE 227 Children & Adolescents in Crisis **3** **0** **0** **3**
Prerequisites:
Corequisites:
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 260 HSE Clinical Supervision II **1** **0** **0** **1**
Prerequisites:
Corequisites: HSE 261, HSE 262, HSE 263, or HSE 264
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
HSE 264 HSE Clinical Experience II	**0**	**0**	**12**	**4**

Prerequisites:
Corequisites: HSE 260
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HUM 120 Cultural Studies	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150 American Women's Studies	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 Introduction to Film	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ISC 110 Workplace Safety	**1**	**0**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 131 Quality Management	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
JPN 111	**Elementary Japanese I**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

JPN 112	**Elementary Japanese II**	**3**	**0**	**0**	**3**

Prerequisites: JPN 111
Corequisites:
This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

JPN 211	**Intermediate Japanese I**	**3**	**0**	**0**	**3**

Prerequisites: JPN 112
Corequisites:
This course includes communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

JPN 212	**Intermediate Japanese II**	**3**	**0**	**0**	**3**

Prerequisites: JPN 211
Corequisites:
This course provides continuation of communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MAT 050	**Basic Math Skills**	**3**	**2**	**0**	**4**

Prerequisites:
Corequisites:
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
MAT 060 Essential Mathematics	**3**	**2**	**0**	**4**

Prerequisites: MAT 050
Corequisites:
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra	**3**	**2**	**0**	**4**

Prerequisites: MAT 060
Corequisites: RED 080 or ENG 085
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra	**3**	**2**	**0**	**4**

Prerequisites: MAT 070
Corequisites: RED 080 or ENG 085
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101 Applied Mathematics I	**2**	**2**	**0**	**3**

Prerequisites: MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095
Corequisites:
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for certificate & diploma programs.*

MAT 120 Geometry and Trigonometry	**2**	**2**	**0**	**3**

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites:
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 121 Algebra/Trigonometry I	**2**	**2**	**0**	**3**

Prerequisites: MAT 070, MAT 080, MAT 090, or MAT 095
Corequisites:
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

MAT 140 Survey of Mathematics 3 0 0 3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites:

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MAT 140A Survey of Mathematics Lab 0 2 0 1

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 151 Statistics I 3 0 0 3

Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175

Corequisites:

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161 College Algebra 3 0 0 3

Prerequisites: MAT 080, MAT 090, or MAT 095

Corequisites:

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities: polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

MAT 161A College Algebra Lab 0 2 0 1

Prerequisites: MAT 080, MAT 090, or MAT 095

Corequisites: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

MAT 171 Precalculus Algebra 3 0 0 3

Prerequisites: MAT 080, MAT 090, MAT 095, or MAT 161

Corequisites:

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172 Precalculus Trigonometry 3 0 0 3

Prerequisites: MAT 171

Corequisites:

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175 Precalculus 4 0 0 4

Prerequisites: MAT 080, MAT 120, or MAT 121

Corequisites:

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics*

MAT 175A Precalculus Lab 0 2 0 1

Prerequisites:

Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 263 Brief Calculus 3 0 0 3

Prerequisites: MAT 161, MAT 171, or MAT 175

Corequisites:

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

MAT 271 Calculus I 3 2 0 4
Prerequisites: MAT 172 or MAT 175
Corequisites:
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272 Calculus II 3 2 0 4
Prerequisites: MAT 271
Corequisites:
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MED 110 Orientation to Medical Assisting 1 0 0 1
Prerequisites:
Corequisites:
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118 Medical Law and Ethics 2 0 0 2
Prerequisites:
Corequisites:
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I 3 0 0 3
Prerequisites:
Corequisites:
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
MED 122 Medical Terminology II	**3**	**0**	**0**	**3**

Prerequisites: MED 121
Corequisites:
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Administrative Office Procedures I	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites:
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Procedures II	**1**	**2**	**0**	**2**

Prerequisites: MED 130
Corequisites:
This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 Exam Room Procedures I	**3**	**4**	**0**	**5**

Prerequisites:
Corequisites:
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I	**3**	**4**	**0**	**5**

Prerequisites:
Corequisites:
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 182 CPR First Aid & Emergency	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites:
This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid; and medical emergency care.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
MED 232 Medical Insurance Coding	**1**	**3**	**0**	**2**

Prerequisites:
Corequisites:
This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260 MED Clinical Externship	**0**	**0**	**15**	**5**

Prerequisites:
Corequisites:
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives	**1**	**0**	**0**	**1**

Prerequisites:
Corequisites:
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 Medical Assisting Overview	**2**	**0**	**0**	**2**

Prerequisites:
Corequisites:
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomatology	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
MED 274 Diet Therapy/Nutrition	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

MED 276 Patient Education	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites:
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MEG 110 Tools, Term, & Procedures	**2**	**6**	**0**	**4**

Prerequisites:
Corequisites:
This course covers tools, equipment, terminology, and materials used for metal engraving. Topics include basic tool geometry, basic tool design and construction, basic engraving cuts, and the care and maintenance of tools and equipment. Upon completion, students should be able to design and construct basic engraving tools and make basic engraving cuts in metals.

MEG 111 Scroll Cutting & Design	**2**	**9**	**0**	**5**

Prerequisites:
Corequisites: MEG 110
This course introduces the techniques of drawing and engraving basic bias scroll designs. Topics include elements of scroll design, drawing techniques, and basic scroll engraving skills. Upon completion, students should be able to engrave a product suitable for the metal engraving marketplace.

MEG 114 Bolino	**2**	**6**	**0**	**4**

Prerequisites: MEG 111
Corequisites:
This course introduces the bolino method of push engraving in ferrous and non-ferrous metals. Emphasis is placed on making basic tools, lettering, fine-line engraving, printing plates, various scrolls, and the use of microscopes. Upon completion, students should be able to apply a variety of bolino engravings to ferrous and non-ferrous metals.

MEG 115 Lettering & Calligraphy	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites: MEG 110
This course covers the anatomy, layouts, and cutting of the four basic letter types. Emphasis is placed on lettering anatomy, balanced lettering layout, hammer chisel methods, and the use of a paragraph. Upon completion, students should be able to form a responsive layout using a combination of letter styles.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
MEG 116 Flushed and Raised Inlay	**2**	**9**	**0**	**5**

Prerequisites: MEG 111
Corequisites:
This course introduces different applications of inlay techniques. Topics include flush inlay, overlay inlay, sculptured inlay, wire inlay, die sculpture, oak leaves, and gravermox engraving. Upon completion, students should be able to apply a variety of inlay techniques to a metal object.

MEG 117 Engraving Applications	**2**	**6**	**0**	**4**

Prerequisites: MEG 111
Corequisites:
This course is designed to simulate real-life marketplace experiences for the metal engraver. Emphasis is placed on the independent applications of production and custom engravings according to simulated work orders. Upon completion, students should be able to apply engraving skills and knowledge competently in the marketplace.

MKT 120 Principles of Marketing	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 125 Buying and Merchandising	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course includes an analysis of the organization for buying—what, when and how to buy—and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Emphasis will be placed on the theories and fundamentals of shooting and hunting sports as they relate to merchandising decision making.

MKT 220 Advertising and Sales Promotion	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Emphasis will be placed on understanding shooting and hunting sports fundamentals in the United and States and around the world in order to apply advertising and promotional methodologies.

MKT 223 Customer Service	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
MUS 110 Music Appreciation	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NET 125 Networking Basics	**1**	**4**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics	**1**	**4**	**0**	**3**

Prerequisites: NET 125
Corequisites:
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NOS 110 Operating System Concepts	**2**	**3**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 130 Windows Single User	**2**	**2**	**0**	**3**

Prerequisites: NOS 110
Corequisites:
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Admin I	**2**	**2**	**0**	**3**

Prerequisites: NOS 130
Corequisites:
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

NUR 101 Practical Nursing I 7 6 6 11

Prerequisites: Enrollment in the Practical Nursing program

Corequisites:

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 102 Practical Nursing II 8 0 12 12

Prerequisites: NUR 101

Corequisites:

This course includes more advanced concepts as related to the practical nurses caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103 Practical Nursing III 6 0 12 10

Prerequisites: NUR 102

Corequisites:

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

OST 122 Office Computations 1 2 0 2

Prerequisites:

Corequisites:

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131 Keyboarding 1 2 0 2

Prerequisites:

Corequisites:

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building 1 2 0 2

Prerequisites:

Corequisites:

This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

OST 134 Text Entry & Formatting 2 2 0 3
Prerequisites: OST 131
Corequisites:
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 135 Adv Text Entry & Format 3 2 0 4
Prerequisites: OST 134
Corequisites:
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing 2 2 0 3
Prerequisites:
Corequisites:
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 155 Legal Terminology 3 0 0 3
Prerequisites:
Corequisites:
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

OST 156 Legal Office Procedures 2 2 0 3
Prerequisites: OST 134
Corequisites:
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. *This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.*

OST 164 Text Editing Applications 3 0 0 3
Prerequisites:
Corequisites:
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 2 2 0 3
Prerequisites:
Corequisites:
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

OST 223 Admin Office Transcription I 2 2 0 3
Prerequisites: OST 164; and OST 134 or OST 136
Corequisites:
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 236 Advanced Word/Info Processing 2 2 0 3
Prerequisites: OST 136
Corequisites:
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 251 Legal Document Formatting 2 2 0 3
Prerequisites: OST 134 or OST 136 and OST 155
Corequisites:
This course is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

OST 252 Legal Transcription I 2 2 0 3
Prerequisites: OST 134 or OST 136 and OST 155
Corequisites:
This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.

OST 286 Professional Development 3 0 0 3
Prerequisites:
Corequisites:
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Administrative Office Management 2 2 0 3
Prerequisites: OST 164 and either OST 134 or OST 136
Corequisites:
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

Course Descriptions

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
PCC 110 Introduction to Pottery	**3**	**15**	**0**	**8**

Prerequisites:
Corequisites:
This course introduces pottery making for potters, including clay preparation, wheel throwing and trimming, surface decoration, and glazing and firing techniques. Topics include clay bodies and the mixing process, potter's wheel basics, glazing, kiln loading and firing, and safety issues. Upon completion, students should be able to prepare clay; center and throw basic forms; trim, mix, and apply basic glazes; and load and fire bisque kilns.

PCC 111 Functional Pottery I	**3**	**15**	**0**	**8**

Prerequisites:
Corequisites:
This course covers the important elements of designing and producing utilitarian pottery, including wall thickness, balance and proportion, surface decoration, and glazing and firing techniques. Topics include bowls, mugs, plates, casseroles, stemware, and bottles, with emphasis on safe glazing and supervised firing. Upon completion, students should be able to produce a variety of functional pots, apply a glaze, and load and assist firing a kiln.

PCC 114 Raku	**1**	**3**	**0**	**2**

Prerequisites:
Corequisites:
This course introduces clay bodies, glazes, kilns, and firing techniques necessary for making and safely firing raku pottery. Topics include clay properties, glaze types, kiln design, firing techniques, and historical information and safety related to the raku process. Upon completion, students should be able to make, glaze, and fire a variety of raku projects.

PCC 115 Advanced Raku	**1**	**3**	**0**	**2**

Prerequisites: PCC 114
Corequisites:
This course is a continuation of PCC 114 with emphasis on finished pots exhibiting greater control, surface decoration, and finishing techniques. Topics include glaze application techniques, surface decoration techniques, post-firing techniques, and safety equipment and practices. Upon completion, students should be able to produce a body of raku projects integrating technique, form, and design.

PCC 119 Clay Design: Special Study	**0**	**4**	**0**	**2**

Prerequisites:
Corequisites:
This course provides a format in which to explore personal interests in clay design with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay design projects as specified in student-instructor-designed contractual agreements

PCC 130 Pottery Production	**2**	**9**	**0**	**5**

Prerequisites:
Corequisites:
This course covers the production of similar functional forms that have a harmony of form, function, and design. Emphasis is placed on producing similar pottery forms, such as mugs, pitchers, plates, lidded containers, bottles, stemware, and teapots. Upon completion, students should be able to produce on the wheel multiples of the same form that are similar in size, shape, and properties.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
PCC 132 Glaze Formulation	**1**	**3**	**0**	**2**

Prerequisites:
Corequisites:
This course provides an in-depth study of glazes used on pottery. Emphasis is placed on performing glaze tests, analyzing glazes, mixing a variety of glazes, and correcting glaze faults. Upon completion, students should be able to demonstrate an understanding of glaze chemical qualities and formulate new glazes.

PCC 210 Functional Pottery II	**3**	**15**	**0**	**8**

Prerequisites: PCC 111
Corequisites:
This course expands previous wheel throwing skills & involves larger, more complicated forms, production skills, slip & glaze theory, kiln theory, & glaze firing. Topics include centering & throwing larger amounts of clay, production techniques, record keeping, studio layout, kiln design, & fuel systems. Upon completion, students should be able to produce pots with competent handles, proper lids, & matching multiple forms & identifying kiln properties & burner types.

PCC 211 Decorative Pottery	**3**	**15**	**0**	**8**

Prerequisites: PCC 111
Corequisites:
This course continues previous functional skill development, including limited production and one-of-a-kind pieces with emphasis on forming techniques. Topics include multiple cylinder forms, thrown additions, production skills, glaze testing, surface decoration, and firing techniques. Upon completion, students should be able to produce entry-level professional work for show and sale using a variety of forming and finishing techniques.

PCI 264 Process Control with PLCs	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced PID control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

PED 110 Fit and Well for Life	**1**	**2**	**0**	**2**

Prerequisites:
Corequisites:
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 111 Physical Fitness I	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites:
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and or elective course requirement.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
PED 113 Aerobics I	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 117 Weight Training I	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 121 Walk, Jog, Run	**0**	**3**	**0**	**1**

Prerequisites:
Corequisites:
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 122 Yoga I	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 123 Yoga II	**0**	**2**	**0**	**1**

Prerequisites: PED 122
Corequisites:
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 125 Self-Defense-Beginning	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
PED 128 Golf-Beginning	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 130 Tennis-Beginning	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 143 Volleyball-Beginning	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 145 Basketball-Beginning	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 184 Square Dancing I	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 186 Dancing for Fitness	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
PED 187 Social Dance-Beginning	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 189 Clogging	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites:
This course introduces the fundamentals of clogging. Emphasis is placed on basic dance steps, turns, formations, and figures in American and English country dancing. Upon completion, students should be able to participate in the life-long recreational activity of clogging. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PHI 210 History of Philosophy	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites:
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 215 Philosophical Issues	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites:
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 240 Introduction to Ethics	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites:
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
PHY 110 Conceptual Physics	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 110A Conceptual Physics Lab	**0**	**2**	**0**	**1**

Prerequisites:
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 151 College Physics I	**3**	**2**	**0**	**4**

Prerequisites: MAT 161, MAT 171, or MAT 175
Corequisites:
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 College Physics II	**3**	**2**	**0**	**4**

Prerequisites: PHY 151
Corequisites:
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

POL 120 American Government	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

POL 130 State & Local Government **3** **0** **0** **3**

Prerequisites:

Corequisites:

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 150 General Psychology **3** **0** **0** **3**

Prerequisites:

Corequisites:

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psychology **3** **0** **0** **3**

Prerequisites: PSY 150

Corequisites:

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 255 Intro to Exceptionality **3** **0** **0** **3**

Prerequisites: PSY 150

Corequisites:

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

PSY 265 Behavioral Modification **3** **0** **0** **3**

Prerequisites: PSY 150

Corequisites:

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
PSY 281 Abnormal Psychology	**3**	**0**	**0**	**3**

Prerequisites: PSY 150
Corequisites:
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

RED 070 Essential Reading Skills	**3**	**2**	**0**	**4**

Prerequisites:
Corequisites:
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 080 Intro to College Reading	**3**	**2**	**0**	**4**

Prerequisites: RED 070 or ENG 075
Corequisites:
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 090 Improved College Reading	**3**	**2**	**0**	**4**

Prerequisites: RED 080 or ENG 085
Corequisites:
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

REL 110 World Religions	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
REL 111	**Eastern Religions**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts*

REL 211	**Intro to Old Testament**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212	**Intro to New Testament**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221	**Religion in America**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SAB 110	**Substance Abuse Overview**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measure. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours

SAB 137 Co-Dependency 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the adult child concept and co-dependency as syndromes of the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion, students should be able to assess levels of co-dependency and associated levels of physical and mental health and develop strategies to enhance health.

SAB 210 Substance Abuse Counseling 2 2 0 3

Prerequisites: SAB 110

Corequisites:

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recover, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedures culminating in cognitive/behavioral change.

SEC 110 Security Concepts 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SOC 210 Introduction to Sociology 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family 3 0 0 3

Prerequisites:

Corequisites:

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
SOC 232	**Social Context of Aging**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 111	**Elementary Spanish I**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112	**Elementary Spanish II**	**3**	**0**	**0**	**3**

Prerequisites: SPA 111
Corequisites:
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 120	**Spanish for the Workplace**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 131	**Spanish for Health Providers**	**1**	**0**	**0**	**1**

Prerequisites:
Corequisites:
This course offers applied Spanish communication skills for healthcare professionals. Emphasis is placed on basic medical terminology and vocabulary essential for communication in healthcare settings. Upon completion, students should be able to communicate at a functional level with native Spanish speakers.

		Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
SPA 211	**Intermediate Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: SPA 112
Corequisites:
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212	**Intermediate Spanish II**	**3**	**0**	**0**	**3**

Prerequisites: SPA 211
Corequisites:
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SSM 110	**Introduction to Shooting Sports**	**3**	**3**	**0**	**4**

Prerequisites:
Corequisites:
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain and demonstrate the rules, regulations, and equipment used in various shooting sports currently in the United States.

SSM 111	**Gun Shop Management**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course introduces managing a sporting goods store. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter.

SSM 112	**Sports Hunting**	**3**	**0**	**0**	**3**

Prerequisites:
Corequisites:
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain and demonstrate the firearms and related equipment needed to hunt locally, nationally, and in today's world.

SSM 114	**Shooting Sports Management**	**3**	**6**	**0**	**5**

Prerequisites:
Corequisites:
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
TXY 101 Fish Taxidermy	**6**	**18**	**0**	**12**

Prerequisites:
Corequisites:
This course covers mounting and painting fish, including skin mounts, reproductions, fish identifications, coloration, and habitat construction. Emphasis is placed on methods of measuring, skinning, preserving and restoring color to skin-mounted fish, and the preparation and painting of reproduction fish. Upon completion, students should be able to successfully complete all steps necessary to mount and paint skin-mounted specimens and prepare and paint reproduction fish. *This is a diploma-level course.*

TXY 103 Mammal Taxidermy	**6**	**18**	**0**	**12**

Prerequisites:
Corequisites:
This course covers mounting game heads and life-size mammals with shop experience in mounting selected species and the construction of habitats. Emphasis is placed on proper measuring techniques, skinning, form selection, and mounting procedures. Upon completion, students should be able to skin, preserve, and mount mammals to achieve a life-like appearance, including proper color restoration. *This is a diploma-level course.*

TXY 105 Bird Taxidermy	**3**	**9**	**0**	**6**

Prerequisites:
Corequisites:
This course covers bird taxidermy, including the application of commercial forms, artificial heads, and wrapped bodies. Emphasis is placed on federal laws governing migratory birds and techniques used to skin, degrease, preserve, and mount specimens. Upon completion, students should be able to skin, degrease, preserve, and mount birds to achieve a life-like appearance, including proper color restoration. *This is a diploma-level course.*

WEB 140 Web Development Tools	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites:
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WLD 115 SMAW (Stick) Plate	**2**	**9**	**0**	**5**

Prerequisites:
Corequisites:
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 121 GMAW (MIG) FCAW/Plate	**2**	**6**	**0**	**4**

Prerequisites:
Corequisites:
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
WLD 131 GTAW (TIG) Plate	**2**	**6**	**0**	**4**

Prerequisites:
Corequisites:
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 215 SMAW (Stick) Pipe	**1**	**9**	**0**	**4**

Prerequisites: WLD 115 or WLD 116
Corequisites:
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

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